

Certified identification information

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To start trading sooner, you need to complete the identification verification process. Simply follow these four steps and your account will be activated when your certified identification documents are received.

Please don't use photocopies of this form—it includes unique information to help process your application faster.

nabtrade username

Title Mr Mrs Miss Ms Other

Given name(s)

Middle name(s)

Family name(s)

Step One

Collect your identification documents

Which documents can you use?

You can use either:

- Two primary identification documents, **or**
- One primary document and one secondary document.

You need to provide certified copies of two identification documents for each person applying for a nabtrade account. A certified copy is a document that has been certified as a true copy of an original document by an approved certifier.

Please make sure all of your identification documents are current and contain your full name. You'll need to show your original identification documents and **photocopies** of them to an approved certifier.

International share trading



To access international markets, please ensure you provide an Australian Passport or Australian driver's licence as at least one of your primary documents.

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Primary documents

- Australian driver's licence containing a photograph of the person
- Passport or other international travel document* including non Australian passports:
 - must have photo, be Australian issued and can be expired within the preceding two years but not cancelled.
 - international travel documents must contain the applicant's photograph and signature
- Card issued under a State or Territory for the purpose of proving a person's age and containing a photograph of the person
- Australian birth certificate or birth certificate issued by a foreign government*
- Australian Citizenship Certificate or citizenship certificate issued by a foreign government*



Secondary documents

- Medicare card issued by the Australian Government
- Australian Taxation Office notice (issued within the preceding 12 months that contains the individual's name and residential address)
- Identity card from a tertiary institution
- Identity card or permit issued by the Australian Government
- Identity card issued by a foreign government*
- Other licence issued by a foreign government*
- Paper licence issued by the Australian Government
- Rates notice / Utility bill (issued within the preceding three months, and must contain the individual's name and residential address)
- Abstudy or Austudy receipt
- Foreign driver's licence that contains a photograph of the person in whose name that it's issued and the individual's date of birth*
- A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits and contains the individual's name and residential address
- Letter of reference or equivalent originating from Aboriginal / Torres Strait Islanders community leaders

Step Two

Find someone to certify your identification documents

Who's an approved certifier?

An approved certifier must be an Australian citizen or permanent resident and can be any of the following:

- A judge of a court
- A chief executive officer of a Commonwealth court
- A notary public (for the purposes of the Statutory Declaration Regulations 1993)
- An agent of the Australian Postal Corporation who is in charge of supplying postal services to the public
- A permanent employee of Australia Post (with two or more years of continuous service)
- An officer with two or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993)
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees
- A licensed legal practitioner
- A magistrate
- A registrar or deputy registrar of a court
- A police officer
- An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- A finance company officer with two or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declarations Regulations 1993)
- A Justice of the Peace
- An accountant with at least two years continuous service (who's also a member of the Australian Institute of Chartered Accountants, CPA Australia, or the National Institute of Accountants)
- A NAB Branch Manager

* Documents written in a language other than English must be accompanied by an English translation prepared by an accredited translator.

Step Three

Certifying photocopies of your identification documents

On each page of the **photocopy**, the approved certifier needs to:

- write the text, 'This is to certify that this is a true copy of the original document which I have sighted'
- write the date on which the document was certified
- sign the copy
- print their full name and full address
- note the position that allows them to certify the document; for example, 'police officer', and
- write their registration number (if applicable).

Step Four

Post your certified identification documents

Please return this form and your certified identification documents by **post** to:

Post:

nabtrade
GPO Box 4545
Melbourne VIC 3001

If you have any questions, call us on 13 13 80.