

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:

- one primary photographic identification document, **or**
- one primary non-photographic identification document and one secondary document.

You need to provide certified copies of one or 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 photographic documents

- Australian driver's licence containing a photograph of the person
- Australian Passport (a passport that has expired within the preceding 2 years is acceptable)
- Government issued foreign passport¹ containing the applicant's photograph
- Identity card issued by a foreign government¹
- Card issued under a State or Territory for the purpose of proving a person's age and containing a photograph of the person
- Foreign driver's licence that contains a photograph of the person in whose name that it's issued and the individual's date of birth¹



Primary non-photographic documents

- Australian birth certificate or birth certificate issued by a foreign government¹
- Australian citizenship certificate or citizenship certificate issued by a foreign government¹
- Pension/Health Care/Seniors health care cards – Australian Government issue



Secondary documents

- Rates notice/Utility bill (issued with the preceding three months, and must contain the individual's name and residential address)
- Australian Taxation Office notice (issued within the preceding 12 months that contains the individual's name and residential address)
- Australian Defence Force photo identification card
- Australian firearms license issued to an individual by a state or territory police force of Australia
- A notice issued to an individual by the Commonwealth, a State or Territory of Australia recording the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory, issued within the preceding twelve months and containing the name of the individual and their Residential Address

Step Two

Find someone to certify your identification documents

Who's an approved certifier?

A person listed in Part 1 or Part 2 to of the Statutory Declarations Regulations 2018, including:

- A judge
- A chief executive officer of a Commonwealth court
- A notary public
- An agent of the Australian Postal Corporation who is in charge of supplying postal services to the public
- A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office providing postal services to the public
- A 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 2 or more years of continuous service
- A Justice of the Peace

Accountant who is:

- (a) fellow of the National Tax Accountants' Association; or
- (b) a member of any of the following:
 - (i) Chartered Accountants Australia and New Zealand;
 - (ii) the Association of Taxation and Management Accountants;
 - (iii) CPA Australia;
 - (iv) the Institute of Public Accountants

Or

- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees
- An officer with, or a credit representative of, a holder of an Australian credit license, having 2 or more years of continuous service with one or more licensees
- A person in a foreign country who is authorized by law in that jurisdiction to administer oaths or affirmations or to authenticate documents.

¹ 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.