

# Identification Record for a Signatory to an Account

## '100 Point Check' Special Provisions (202)

202

Under special provisions for account opening, pursuant to the *Financial Transaction Reports Regulations 1990*, the appropriate satisfactory check will score the required 100 points.

**How to complete this form:**

- Tick the appropriate box for satisfactory check.
- In Part A or B, record the appropriate details for the check carried out.
- In Part C, indicate if verification has or has not been achieved.

The AUSTRAC Help Desk can be contacted on 1800 021 037 if you require general assistance to complete this form.

<b>Name of Signatory</b>	
<b>Account Name</b>	
<b>Account Number</b>	

Type of check	Tick if satisfactory	Details to be recorded
<p><b>1. KNOWN CUSTOMER</b></p> <p>Signatory is a known customer of at least 36 months standing and has not previously been identified.</p> <p><b>Note:</b> This procedure may only be used by authorised deposit-taking institutions (ADIs), banks, building societies, credit unions or registered corporations within the meaning of the <i>Financial Corporations Act 1974</i>.</p>	<input type="checkbox"/>	<p>Provide document details in B overleaf.</p> <p>Regulation 4(1)(i)</p>
<p><b>2. CHILD UNDER 18</b></p> <p>Identity of the child verified from one of the following:</p> <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Birth Card issued by the New South Wales Registry of Births, Deaths and Marriages</li> <li>• Citizenship certificate</li> <li>• International travel document:                             <ul style="list-style-type: none"> <li>- a current passport</li> <li>- expired passport which has not been cancelled and was current within the preceding 2 years</li> <li>- other document of identity having the same characteristics as a passport (e.g. this may include some diplomatic documents and some documents issued to refugees)</li> </ul> </li> </ul> <p><b>OR</b></p> <p>Identity of the child verified from a statement from an educational institution, signed by the principal, deputy principal, head teacher, deputy head teacher, enrolment officer, deputy enrolment officer, secretary, deputy secretary, chief administrator or deputy chief administrator, confirming that the child attends the institution, and either:</p> <ul style="list-style-type: none"> <li>• Written on the letterhead of the institution or educational system to which the institution belongs, or</li> <li>• Incorporated in a list of names written on the letterhead of a financial institution, bearing the stamp or seal of the educational institutional, or</li> <li>• Contained in a student card issued by the institution, that also contains a copy of the seal or stamp of the institution</li> </ul>	<input type="checkbox"/>	<p>Provide document details in A overleaf, or keep a copy of the document.</p> <p>Regulation 6</p>
<p><b>3. RECENT ARRIVAL IN AUSTRALIA</b></p> <p>Identity of signatory verified from his/her 'international travel document' (as in No. 2 above) and:</p> <ul style="list-style-type: none"> <li>• Immediately before the person most recently arrived in Australia, the person was not ordinarily resident in Australia, and</li> <li>• The signatory has been in Australia for less than 6 weeks.</li> </ul> <p><b>Note:</b> Full 100 point check is required where signatory has been lawfully at large in Australia for more than 6 weeks.</p>	<input type="checkbox"/>	<p>Provide document details in A overleaf, or keep a copy of the document.</p> <p>Regulation 7</p>
<p><b>4. CERTAIN RECIPIENTS OF SOCIAL SECURITY PAYMENTS</b></p> <p>Identity of signatory, unable to comply with the 100 point check, verified from his/her 'letter of introduction' issued by Centrelink, produced to the cash dealer not more than 3 months after the date on which it was issued. (Refer to Regulation 10A for the definition of 'letter of introduction'.)</p>	<input type="checkbox"/>	<p>Provide document details in A overleaf, or keep a copy of the document.</p> <p>Regulation 10A</p>

Type of check	Tick if satisfactory	Details to be recorded
<b>5. RECIPIENTS OF FINANCIAL SUPPLEMENT UNDER THE FINANCIAL SUPPLEMENT SCHEME</b> Identification of signatory verified by a 'supplement entitlement notice' issued by Centrelink, which is provided to the cash dealer accepting the person's application for benefit, within 3 months of the date of issue.	<input type="checkbox"/>	Provide document details in A below, or keep a copy of the document.  Regulation 10B
<b>6. NON-RESIDENT OF AUSTRALIA</b> Identity of signatory verified by a full 100 Point Check conducted by an authorised employee of a foreign bank. <i>(Refer to Regulation 8 for full details of this procedure.)</i>	<input type="checkbox"/>	Provide details in B below.  Regulation 8(7)
<b>7. NON-RESIDENT SIGNATORY OF A FINANCIAL BODY</b> Identity of signatory verified by a 'certificate of identity' from the financial body's foreign verifying officer in respect of the account. <i>(Refer to Regulation 8 for full details of this procedure.)</i>	<input type="checkbox"/>	Provide details in B below.  Regulation 8(7)
<b>8. ABORIGINAL PERSON OR TORRES STRAIT ISLANDER RESIDENT IN AN ISOLATED AREA</b> NAME of signatory ordinarily resident in an isolated area verified by TWO persons recognised as 'community leaders' of the community to which the signatory belongs. <i>(Refer to Regulation 9(1) or AUSTRAC Information Circular 3 for the definition of 'community leader'.)</i>	<input type="checkbox"/>	Provide details in B below.  Regulation 9
<b>9. PUBLIC AUTHORITIES AND INCORPORATED BODIES</b> Identity of signatory verified by a 'certificate of identity' from the authority's or incorporated body's verifying officer in respect to their accounts. <i>(Refer to Regulation 5 for the full details of this procedure.)</i>	<input type="checkbox"/>	Provide details in B below.  Regulation 5

**A Document details from Checks 2, 3, 4 and 5 (or keep a copy of the document)**

Type/nature of document			
Person to whom it relates			
Date of Birth (age if relevant)			
Place of residence (if shown)			
Date of issue			
Place/Office of issue			
Date of Arrival into Australia			
Expiry date			
Document number			

**B List below the details of the method(s) and source(s) of verification for Checks 1, 6, 7, 8 and 9**

Type/nature of check			
Person giving information			
Title, rank or designation			
Name and address of organisation (if relevant)			
Information given (attach a separate sheet if required)			

**C Result of Check**

Has verification been achieved?

YES  NO

Is there a need to file a Suspect Transaction Report?

YES  NO

**CHECKING OFFICER**

Signature
Date