



Certification Form

Police & Nurses Credit Society Limited
ABN 69 087 651 876
AFSL/ACL 240701
Level 7, 130 Stirling Street
Perth WA 6000

PO Box 8609, Perth BC,
Western Australia 6849
Telephone 13 25 77
Fax (08) 9219 7660
www.pncs.com.au



This form must be signed by an authorised certifier. Additional signatories to an account must each complete separate Certification Forms. See overleaf for guidance notes before completing the form.

PART A: DETAILS OF SIGNATORY

1. Name of Signatory (in full, no initials)

Surname

Given Names

2. Account Name/Title (if unknown leave blank)

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3. Account Number (if unknown leave blank)

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4. Signature (to be signed in the presence of the certifier)

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PART B: DOCUMENTS EXAMINED BY CERTIFIER

5. Primary Photo Identification Document

(refer overleaf for a list of acceptable documents)

Type of Document

Name on Document (cannot be initials)
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Document Number

Date of Birth

Residential Address (if applicable)
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State	Postcode
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Date of Issue

Date of Expiry

Office of Issue (for a travel document, show country of issue)

6. Primary Non-Photo Identification Document

(refer overleaf for a list of acceptable documents)

Type of Document

Name on Document (cannot be initials)
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Document Number

Date of Birth

Date of Issue

Date of Expiry

7. Secondary Identification Document

(refer overleaf for a list of acceptable documents)

Type of Document

Name on Document (cannot be initials)
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Residential Address

State	Postcode
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Date of Issue

PART C: DETAILS OF CERTIFIER

Surname

Given Names

Occupation

Residential or Business Address

State	Postcode
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Telephone Number

Category of Certifier (see list below)

Categories of Certifiers

1. Legal Practitioner
2. Judge
3. Magistrate
4. CEO of a Federal Court
5. Registrar or Deputy Registrar of a Court
6. Justice of the Peace
7. Notary Public
8. Police Officer
9. Agent of Australia Post
10. Employee of Australia Post with at least 5 yrs service
11. Australian Consular or Diplomatic Officer
12. Officer of financial institution with at least 5 yrs service
13. Finance Company Officer with at least 5 yrs service
14. Officer or authorised representative of AFS licensee with at least 5 yrs service
15. Accountant (member of a recognised accounting body)
16. PNCS accredited broker and/or authorised representative of a holder of an Australian credit licence, having 2 or more years of continuous service with one or more licensees

CERTIFIER STATEMENT

I have examined the original identification documents listed overleaf. I have endorsed each copy of the identification document with the narration: ***This is to certify that this is a true copy of the original which I have sighted***.

This narration should also include the date of certification and the name, signature title & registration number (if applicable) of the certifier.

It is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to give false and misleading information.

X

Signature

Date ____ / ____ / ____

Guidance notes for completing this form

1. The Certification Form must be completed and signed in the presence of an authorised certifier.
2. A Certification Form is to be completed and signed in the presence of an authorised certifier for each signatory to an account.
3. The certifier must set out the names used by the signatory in relation to the account and must have sighted the original and endorsed (as above) a copy of **one primary photo** identification document or the original of **one primary non-photo** identification document **and one secondary** identification document.

Primary photo identification documents are:

- a drivers licence issued by an Australian State or Territory;
- a passport issued by the Australian government;
- a proof of age card issued by an Australian State or Territory which contains a photograph of the person in whose name it was issued;
- a passport or similar document issued for the purposes of international travel, that contains a photograph and the signature of the person in whose name the document is issued.

OR

Primary non-photo identification documents are:

- a birth certificate or birth extract issued by an Australian State or Territory;
- a birth certificate or birth extract issued by a foreign government;
- a citizenship certificate issued by the Australian government;
- a citizenship certificate issued by a foreign government;
- a letter from a Tribal Elder (acceptable for Indigenous Australians only).

AND

Secondary identification documents are:

- a current Centrelink pension card showing the person's full name and residential address;
- a notice issued to the individual that contains the name of the individual and their residential address by:
 - the Australian Taxation Office within the preceding 12 months that records a debt relating to taxation;
 - a local government body or utilities provider within the preceding 3 months that records the provision of services to that address or to that person;
- an electoral enrolment card less than 2 years old showing the person's full name and residential address; and
- a current student ID card less than 2 years old showing the person's full name and date of birth or residential address.

OR

For a person under the age of 18, in the absence of secondary identification documents:

- a certificate or statement of enrolment (for a course of study) within the preceding 2 years showing the person's full name and date of birth or residential address;
- a letter from the school principal within the preceding 3 months specifying the person's name, his/her residential address;
- a letter of employment from their current employer or previous employer within the preceding 3 months showing the person's full name and residential address (if a letter from the school principal cannot be provided).