

Customer identification procedure (CIP) form - individuals

This form may be used to verify the identity of a customer receiving a designated service (for example, a customer opening a bank account) under Part 7 of the AML/CTF Act and chapters 4 and 5 of the AML/CTF Rules). A reporting entity may choose whether or not to use this procedure depending on the requirements of their AML/CTF program – Part B.

IMPORTANT: This procedure may only be used where the relationship with the individual is deemed by the reporting entity to present a medium or lower money laundering or terrorism financing risk. Other know your customer (KYC) information may need to be collected (refer section 2 below) if warranted by a customer's money laundering or terrorism financing risk.

The AUSTRAC Help Desk can be contacted on 1300 021 037 or at help_desk@austrac.gov.au if you require general assistance to complete this form.

1. COLLECTION OF MINIMUM KYC INFORMATION

Full name of customer _____

Date of birth _____
day / month / year

Residential address _____
number street name suburb state/territory country postcode

Where the customer is a sole trader also collect:

Full business name (if any) _____

Full business address (if any) _____
number street name suburb state/territory country postcode

Australian Business Number _____

2. COLLECTION OF ADDITIONAL KYC INFORMATION (where applicable)

Other information collected _____

Other information collected _____

If more information is required to be collected, please attach to this record.

3. VERIFICATION OF KYC INFORMATION (refer to instructions on the following page)

At a minimum, CUSTOMER'S FULL NAME and either their DATE OF BIRTH or RESIDENTIAL ADDRESS must be verified.

Type of document		
Document number		
Person to whom it relates		
Date of birth (age if relevant)		
Place of residence		
Date of issue		
Place/Office of issue		
Expiry date		

4. NAME & QUALIFICATION OF CHECKING OFFICER _____

Date _____
day / month / year

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INSTRUCTIONS FOR VERIFICATION OF KYC INFORMATION

You must verify the

CUSTOMER'S FULL NAME and either their

- **DATE OF BIRTH** or
- **RESIDENTIAL ADDRESS** using :

AN ORIGINAL OR CERTIFIED COPY OF A PRIMARY PHOTOGRAPHIC IDENTIFICATION DOCUMENT

- a licence or permit issued under a law of a State or Territory or equivalent authority of a foreign country *for the purpose of driving a vehicle* that contains a photograph of the person in whose name the document is issued
- a passport issued by the Commonwealth
- a passport or a similar document issued for the purpose of international travel, that:
 - (a) contains a photograph and the signature of the person in whose name the document is issued;
 - (b) is issued by a foreign government, the United Nations or an agency of the United Nations; and
 - (c) if it is written in a language that is not understood by the person carrying out the verification - is accompanied by an English translation prepared by an accredited translator.
- a card issued under a law of a State or Territory for the purpose of proving the person's age which contains a photograph of the person in whose name the document is issued.
- a national identity card issued for the purpose of identification, that:
 - (a) contains a photograph and the signature of the person in whose name the document is issued;
 - (b) is issued by a foreign government, the United Nations or an agency of the United Nations
 - (c) if it is written in a language that is not understood by the person carrying out the verification – is accompanied by an English translation prepared by an accredited translator.

OR

AN ORIGINAL OR CERTIFIED COPY OF A PRIMARY NON-PHOTOGRAPHIC IDENTIFICATION DOCUMENT

- a birth certificate or birth extract issued by a State or Territory;
- a citizenship certificate issued by the Commonwealth;
- a citizenship certificate issued by a foreign government that, if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator;
- a birth certificate issued by a foreign government, the United Nations or an agency of the United Nations that, if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator;
- a pension card issued by Centrelink that entitles the person in whose name the card is issued, to financial benefits.

AND

AN ORIGINAL OR CERTIFIED COPY OF A SECONDARY IDENTIFICATION DOCUMENT

- a notice that:
 - (a) was issued to an individual by the Commonwealth, a State or Territory within the preceding twelve months;
 - (b) contains the name of the individual and his or her residential address; and
 - (c) records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory (as the case may be);
- a notice that:
 - (a) was issued to an individual by the Australian Taxation Office within the preceding 12 months;
 - (b) contains the name of the individual and his or her residential address; and
 - (c) records a debt payable to or by the individual by or to (respectively) the Commonwealth under Commonwealth law relating to taxation;
- a notice that:
 - (a) was issued to an individual by a local government body or utilities provider within the preceding three months;
 - (b) contains the name of the individual and his or her residential address; and
 - (c) records the provision of services by that local government body or utilities provider to that address or to that person.
- in relation to a person under the age of 18, a notice that:
 - (a) was issued to a person by a school principal within the preceding three months;
 - (b) contains the name of the person and his or her residential address; and
 - (c) records the period of time that the person attended at the school.