



BT Verifying Officer Certification of Agent/Signatory*

*A person who is authorised to act for or on behalf of a customer in relation to a designated service.

Verifying Officer to complete this form to certify the identity of a person(s) authorised to be an agent of any accounts/facilities the customer has with BT.

PRIVACY STATEMENT AND CONSENT REQUEST

Privacy Statement

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at <https://www.bt.com.au/privacy/privacy-statement.html> or by calling us. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information but, if you don't, we may not be able to process your request.

Consent Request

By signing below, you consent to us collecting and holding any sensitive information such as health information or information about your racial or ethnic origin which appears on copies of your identity documents. You will not be able to withdraw your consent to Westpac holding this information after it has been provided because Westpac is required to retain copies of identification documents under the Anti-Money Laundering and Counter Terrorism Financing Act 2006 (Cth).

SECTION 1: CUSTOMER DETAILS

Full legal name of organisation

ACN/ABN/ARBN (if any)

Name of account(s)

Account number(s)

SECTION 2: AUTHORISED AGENT/SIGNATORY DETAILS

Please provide the details of the person(s) authorised to be an agent on all accounts/facilities in the name of the organisation (listed in Section 1 above) with BT at the date of this form or at any time in the future.

Agent/Signatory 1 – Individual's name

Given name(s)

Surname

Is the agent known by any other name(s)?

Yes (insert below) No

Residential address (cannot be a PO Box)

State

Postcode

Country, if not Australia

Name of the organisation the agent represents

Position/Role within the organisation

Date of Birth (DD/MM/YYYY)

* I agree to the consents in the Privacy Statement and Consent Request Section

Signature of Agent/Signatory 1 ([Wet \(pen\) signature](#) required)

Date (DD/MM/YYYY)

Agent/Signatory 2 – Individual's name

Given name(s)

Surname

Is the agent known by any other name(s)?

Yes (insert below) No

Residential address (cannot be a PO Box)

State

Postcode

Country, if not Australia

Name of the organisation the agent represents

Position/Role within the organisation

Date of Birth (DD/MM/YYYY)

* I agree to the consents in the Privacy Statement and Consent Request Section

Signature of Agent/Signatory 2 ([Wet \(pen\) signature](#) required)

Date (DD/MM/YYYY)



Agent/Signatory 3 – Individual's name

Given name(s)

Surname

Is the agent known by any other name(s)?

 Yes (insert below) No

Residential address (cannot be a PO Box)

State

Postcode

Country, if not Australia

Name of the organisation the agent represents

Position/Role within the organisation

Date of Birth (DD/MM/YYYY)

* I agree to the consents in the Privacy Statement and Consent Request Section

Signature of Agent/Signatory 3 ([Wet \(pen\) signature](#) required)

Date (DD/MM/YYYY)

Agent/Signatory 4 – Individual's name

Given name(s)

Surname

Is the agent known by any other name(s)?

 Yes (insert below) No

Residential address (cannot be a PO Box)

State

Postcode

Country, if not Australia

Name of the organisation the agent represents

Position/Role within the organisation

Date of Birth (DD/MM/YYYY)

* I agree to the consents in the Privacy Statement and Consent Request Section

Signature of Agent/Signatory 4 ([Wet \(pen\) signature](#) required)

Date (DD/MM/YYYY)

Agent/Signatory 5 – Individual's name

Given name(s)

Surname

Is the agent known by any other name(s)?

 Yes (insert below) No

Residential address (cannot be a PO Box)

State

Postcode

Country, if not Australia

Name of the organisation the agent represents

Position/Role within the organisation

Date of Birth (DD/MM/YYYY)

* I agree to the consents in the Privacy Statement and Consent Request Section

Signature of Agent/Signatory 5 ([Wet \(pen\) signature](#) required)

Date (DD/MM/YYYY)

Agent/Signatory 6 – Individual's name

Given name(s)

Surname

Is the agent known by any other name(s)?

 Yes (insert below) No

Residential address (cannot be a PO Box)

State

Postcode

Country, if not Australia

Name of the organisation the agent represents

Position/Role within the organisation

Date of Birth (DD/MM/YYYY)

* I agree to the consents in the Privacy Statement and Consent Request Section

Signature of Agent/Signatory 6 ([Wet \(pen\) signature](#) required)

Date (DD/MM/YYYY)



Agent/Signatory 7 – Individual’s name

Given name(s)

Surname

Is the agent known by any other name(s)?

 Yes (insert below) No

Residential address (cannot be a PO Box)

State

Postcode

Country, if not Australia

Name of the organisation the agent represents

Position/Role within the organisation

Date of Birth (DD/MM/YYYY)

* I agree to the consents in the Privacy Statement and Consent Request Section

Signature of Agent/Signatory 7 ([Wet \(pen\) signature](#) required)

Date (DD/MM/YYYY)

Agent/Signatory 8 – Individual’s name

Given name(s)

Surname

Is the agent known by any other name(s)?

 Yes (insert below) No

Residential address (cannot be a PO Box)

State

Postcode

Country, if not Australia

Name of the organisation the agent represents

Position/Role within the organisation

Date of Birth (DD/MM/YYYY)

* I agree to the consents in the Privacy Statement and Consent Request Section

Signature of Agent/Signatory 8 ([Wet \(pen\) signature](#) required)

Date (DD/MM/YYYY)

 Tick here if there are more than 8 agents and provide details on a separate sheet**SECTION 3: VERIFYING OFFICER DETAILS**

I certify that the person(s) listed in Section 2 above is/are authorised to be a signatory/agent on accounts/facilities as noted in the customer’s authorisation form.

Note: It is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* to knowingly provide false or misleading information or knowingly produce a false or misleading document. Penalty: Imprisonment for 10 years.**Verifying Officer****Name**

Given name(s)

Surname

Signature of Verifying Officer ([Wet \(pen\) signature](#) required)

Date (DD/MM/YYYY)

Verifying Officer 2 (if applicable)**Name**

Given name(s)

Surname

Signature of Verifying Officer ([Wet \(pen\) signature](#) required)

Date (DD/MM/YYYY)

SECTION 4: VERIFICATION OF ID

Information to be verified by the Verifying officer

- Full name (given name/s and family name) of agent
- Date of birth OR full permanent residential address, including country

Important

Information to be provided when appointing an agent/signatory:

- The full name of the agent
- Any other name(s) the agent is known by (if any)
- The title of the position or role held by the agent
- A copy of the signature of the agent
- Evidence of the agent’s authority to act on behalf of the organisation

Note: Documents that are written in a language that is not English must be accompanied by an English translation prepared by National Accreditation Authority for Translators and Interpreters (NAATI) translator.



PART I – ONE Primary Photographic Identification Document	
Tick	Select ONE document from this section only
<input type="checkbox"/>	Australian driver's licence/learner's permit
<input type="checkbox"/>	Australian passport (a passport that has expired within the preceding 2 years is acceptable)
<input type="checkbox"/>	Australian proof of age card issued by a State or Territory
<input type="checkbox"/>	Foreign passport or travel document issued by a foreign government, the United Nations or an agency of the United Nations (must not be cancelled, defaced or mutilated) which contains either a signature OR a unique identifier of the person
<input type="checkbox"/>	Foreign driver's licence/permit that contains a photograph of the person in whose name it issued and the individual's date of birth
<input type="checkbox"/>	National identity card issued by a foreign government, the United Nations or an agency of the United Nations which contains either a signature OR a unique identifier of the person

PART II – ONE Primary Non-Photographic Identification Document AND ONE Secondary Identification Document (complete if the individual does not own a document from Part I)	
Tick	Select ONE Primary Non-Photographic Identification Document from this section
<input type="checkbox"/>	Australian birth certificate (or extract)
<input type="checkbox"/>	Australian Citizenship Certificate
<input type="checkbox"/>	Pension card issued by Department of Human Services
<input type="checkbox"/>	Health card issued by Department of Human Services
<input type="checkbox"/>	Foreign birth certificate issued by a foreign government, the United Nations or an agency of the United Nations
<input type="checkbox"/>	Citizenship certificate issued by a foreign government

Tick	AND ONE Secondary Identification Document from this section
<input type="checkbox"/>	A notice issued by the Commonwealth or a State/Territory within the last 12 months that includes the individual's name and residential address and records the provision of financial benefits (e.g. Centrelink notice)
<input type="checkbox"/>	A notice issued by the Australian Taxation Office (ATO) within the last 12 months that includes the individual's name and residential address and records a debt payable by or to the individual (e.g. notice of assessment)
<input type="checkbox"/>	Utilities notice issued by a local government or utilities provider within the last 3 months and includes the customer's name and residential address and records the provision of a service to that address or name
<input type="checkbox"/>	If the individual is under the age of 18 years, notice issued by the principal of a school within the last 3 months, that includes the name of the individual, residential address and period of school attendance
<input type="checkbox"/>	Foreign driver licence which does not contain a photograph
<input type="checkbox"/>	Department of Veterans' Affairs pension concession card (Australian)
<input type="checkbox"/>	A current tenancy/lease agreement (must not be cancelled or expired)
<input type="checkbox"/>	Medicare card
<input type="checkbox"/>	Australian Marriage certificate issued by State/Territory Registry of Births, Deaths and Marriages
<input type="checkbox"/>	Identification card issued to a student at an Australian higher education institution (TAFE or University) which contains a photograph and signature
<input type="checkbox"/>	A current card issued under a Commonwealth, State, or Territory law for the purpose of identification, for a government service, or as a licence

APPENDIX A:

A. WHAT IS A CERTIFIED COPY OF A DOCUMENT?

A certified copy is a document that has been certified by an authorised person as a true copy of an original document.

To have your document certified, take the original document and a photocopy of it to one of the persons listed in the categories below.

The certifier will then write or stamp the copy with the words: "I, [full name of authorised certifier], as [select appropriate person from authorised list below], certify that this [name of document] is a true copy of the original [signature and date]"

That person will need to print their name, date and qualification/occupation which makes them an eligible certifier on the photocopy.

If there are multiple pages to the copy, the certifier will need to fully certify each page.

Note: Only original certified ID documents must be supplied. Photocopies of certified documents will not be accepted.



B. LIST OF ELIGIBLE PERSONS WHO CAN CERTIFY YOUR IDENTITY DOCUMENTS

A document can be certified by the following authorised persons:

Legal

- A solicitor or barrister (that is, a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described))
- A judge of a court¹
- A magistrate
- A chief executive officer of a Commonwealth court¹
- A registrar or deputy registrar of a court¹

Foreign jurisdiction

- A person who is authorised by law in the relevant jurisdiction to administer oaths or affirmations or to authenticate documents¹

Healthcare

- A Dentist
- A Medical practitioner
- A Nurse
- A Pharmacist

JP

- A Justice of the Peace¹

Law enforcement officer

- A police officer
- A Sherriff
- A Sherriff's officer

Post office

- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- A permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public

Accountant

- who is a fellow of the National Tax Accountants' Association; or
- who is a member of any of the following:
 - Chartered Accountants Australia and New Zealand;
 - the Association of Taxation and Management Accountants;
 - CPA Australia;
 - the Institute of Public Accountants

Diplomatic service

- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)¹
- Employee of the Australian Trade and Investment Commission who is:
 - in a country or place outside of Australia; and
 - authorised under paragraph 3(d) of the Consular Fees Act 1955; and - exercising his or her function at that place

Financial institutions (eg bank, building society, credit union)

- An officer with two or more continuous years of service in Australia
- 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
- An officer of an Australian bank, building society or finance company branch or office located in a foreign jurisdiction with 2 or more years of continuous service (includes or an employee of Westpac New Zealand Limited with 2 or more years of continuous service)

A complete list of people who can certify your identification documents please refer to our website https://www.bt.com.au/content/dam/public/panorama/pdf/BT_Panorama_-_How_to_certify_documents_flyer.PDF

¹Authorised to certify a copy of your document when overseas.

You can send the completed form to us via one of the following methods:

Post: BT Panorama, GPO Box 2861, Adelaide SA 5001

Questions? Call us on 1300 881 716 or email support@panorama.com.au

