

# Identification Form - Individuals (indirect relationship)

## Section 1: Personal Details of Individual (indirect relationship)

Title	Full Given Name(s)	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth (dd/mm/yyyy)	Mother's Maiden Name	Occupation
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality		Country of Birth
<input type="text"/>		<input type="text"/>
Residential Address including country (PO Box is not acceptable)	Existing customer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Street	<input type="text"/>	
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country		
<input type="text"/>		
Phone	Mobile	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Do you or an immediate family member hold a public office position? If Yes (please specify position e.g. politician/diplomat) <input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="text"/>		
Signature of Indirect Individual	Date	
<input type="text"/>	<input type="text"/>	

## Section 2: Account details of customer that the indirect individual will be connected to

Record the details of the customer/account you are requesting to be connected to

Account holder Name	Account holder customer/account number
<input type="text"/>	<input type="text"/>
Residential Address	Date of Birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>
Type of relationship to the Account holder (e.g. Power of Attorney, Executor of a Deceased Estate, Bankruptcy Trustee etc.)	
<input type="text"/>	

Please provide original or original certified copy of the relationship authority document (i.e. Will, Probate, Power of Attorney form etc.)

## Section 3: Required Identification Documents

From section 1 - Verify the individual's full name; and EITHER their date of birth or residential address. Complete Part I or if the individual does not own a document from Part I, then complete Part II.

Please provide original or original certified copy of the below acceptable Identification documents.

<b>PART I - Primary Documents (Photographic ID)</b>	<b>PART II - Secondary Documents (Non-Photographic ID)</b>
<b>Provide ONE (or more) from this section</b> <ul style="list-style-type: none"><li>• Current Australian Driver Licence</li><li>• Valid Passport (Australian passport expired within 2 years is acceptable)</li><li>• Proof of Age card issued by an Australian Government office</li><li>• Foreign Driver licence that contains a photograph and date of birth *</li><li>• National ID card issued by a foreign government containing a photograph and a signature of the person *</li></ul>	<b>Should only be completed if the individual does not own a document from Part I</b> <b>Provide ONE (or more) from this section</b> <ul style="list-style-type: none"><li>• Australian birth certificate</li><li>• Australian citizenship certificate</li><li>• Centrelink Health Care Card or Pensioner Concession Card or Commonwealth Seniors Health Card</li><li>• Change of Name Certificate issued by an Australian Government office</li></ul>
<b>If only ONE is captured in PART I above, provide ONE from the below</b> <ul style="list-style-type: none"><li>• Medicare Card</li><li>• Notice of Assessment issued by the Australian Taxation Office that is less than 12 months old and contains the individual's name and address</li><li>• Utility bills and/or council rates notices less than 3 months old, which contains the individual's name and residential address</li><li>• Current bank statements by a recognised financial institution (other than Citibank) that is less than 180 days old, which contains the individual's name and residential address</li><li>• Valid credit or debit card issued from a recognised financial institution or an Approved deposit taking institution (other than Citibank), which must contain full name and address</li><li>• Centrelink Notice that is less than 12 months old, which must contain full name and address</li><li>• Vehicle registration document, which must contain full name and address</li><li>• Firearms or Security Industry Licence</li><li>• Professional/Trade Licence with Photograph</li><li>• Land Title certificate</li><li>• Tertiary Institution photo ID card and current academic transcript</li><li>• Credit Card Statement issued by a recognised financial institution (other than Citibank) which contains the individual's name and residential address</li><li>• Computer printed payslip or employee ID card from a recognised company that bears a name and photograph</li></ul>	<b>If only ONE is captured in PART II above, provide TWO from the below</b>

\* Documents that are written in a language other than English must be accompanied by an English translation prepared by an accredited translator.

## **Privacy Consents and Notifications**

*This section sets out important privacy consents that you give us competing this form. It also sets out important information about our collection, use, disclosure and management of your personal information.*

*In this section, 'we/us' means Citigroup Pty Limited ("Citi").*

### **Purposes for which we collect, use and disclose your personal information**

*1) We collect, use and disclose your personal information:*

- *to provide and manage products, accounts and services and to manage your relationship and arrangements with us;*
- *so we can comply with applicable laws both in Australia and overseas (for more details about relevant Australian laws please see our Privacy Policy); and*
- *for other purposes as listed in our Privacy Policy.*

*If you do not provide us with the information we ask for or the information provided is incorrect or incomplete, we may not be able to provide or manage the products or services that you are (or if you are not the account-holder, that the account-holder is) seeking.*

*2) We usually collect your personal information directly from you. However, sometimes we may need to collect personal information about you from third parties for the purposes described above. The circumstances in which we may need to do this include assisting us to locate or communicate with you.*

### **Disclosures of your personal information**

*3) We may disclose to, and obtain from, the following organisations personal information about you to for the purposes described above (as well as otherwise permitted by the Privacy Act):*

- *our related companies, suppliers and organisations that carry out functions for us or on our behalf in Australia and overseas;*
- *any signatory to the product for which you or the account-holder are applying;*
- *any broker, financial, legal or other adviser acting in connection with the account-holder's product or application;*
- *regulatory and tax authorities in Australia and overseas*
- *organisations wishing to acquire an interest in any part of Citi's business for assessing or implementing any such acquisition; and*
- *other organisations as further set out in our Privacy Policy.*

### **Disclosures to overseas recipients**

*4) Some of the recipients to whom we disclose your personal information may be based overseas. By consenting to us disclosing your personal information to overseas recipients, you agree that Australian Privacy Principle 8.1 shall not apply to the disclosure, meaning that Citibank will not be obliged under the Privacy Act to ensure that an overseas recipient does not breach the Australian Privacy Principles and we will not be liable under the Privacy Act if the recipient does not act consistently with the Australian Privacy Principles. By completing this form you consent to such overseas disclosures. It is not practicable to list every country in which such recipients are located but it is likely that such countries will include the United States of America, India, the Philippines and Singapore.*

### **Our Privacy Policy (including how to access and correct information and make a complaint)**

*5) You can view the Citi Privacy Policy on our website [www.citi.com.au](http://www.citi.com.au) or obtain a copy by calling us on 13 24 84. This policy includes information as to how you can access and/or seek correction of the personal information we hold about you. A charge may apply for providing you with access to your personal information. Our Privacy Policy also contains information as to how you can complain about a breach by us of the Privacy Act and how we will deal with such a complaint.*

**Bank Officer/Authorised Representative: Documents Sighted**

Type of document			
Document Number			
Full name appearing on document			
Address on document (if shown)			
Date of Birth	/ /	/ /	/ /
Place of Issue/issuing institution			
Date of Issue	/ /	/ /	/ /
Date of Expiry	/ /	/ /	/ /

By completing and signing this Record of Identification and Verification Procedure I declare that I have verified the identity of the Individual in section 1 as required by AML/CTF requirements and that this identification and verification procedure has been performed by an AFSL/ Credit licence holder or an authorised representative of an AFSL/Credit licence holder. I confirm that I have sighted the originals and/or original certified copies of the identification documents detailed above submitted to Citigroup Pty Ltd (Citibank) and have not made any unauthorised alterations.

Name of Bank Officer/Authorised Representative

Signature of Bank Officer/Authorised Representative

Date Verification Completed