

(To be completed by Authorised Representative or Employee)

This form is to be used to verify the identity of a customer receiving a designated service from Automotive Financial Services Pty. Limited ABN 73 003 622 375 Australian credit licence 383762 ("AFS"), using the Know Your Customer (KYC) information collected as part of the designated service.

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 if warranted by a customer's money laundering or terrorism financing risk.

Contact AFS direct or 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.

KYC Documents Required

Each applicant MUST supply ONE primary document from the list below. If the primary document DOES NOT contain a photo or a current residential address, the applicant must also bring ONE secondary document confirming their current residential address.

Primary Identification Documents	Secondary Identification Documents
<ul style="list-style-type: none"> Australian Driver Licence (current) Australian Learner Permit (current) Australian Passport (not expired more than 2 years) International Passport (not expired more than 2 years) Proof of Age Card /NSW Photo Card (current and government issued) Centrelink Pension Card (current) 	<ul style="list-style-type: none"> Utility Bill or Council Rates Notice (less than 3 months old) Taxation Notice or Centrelink Statement

Verification of KYC Information

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

Applicant name		
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		

Authorised Representative Attestation

I attest that I have sighted the original documents that verify the Applicant's name, date of birth and residential address as set out in this application form for AML purposes, and have made true copies of them. Where I have collected copies of photo ID, I attest that the photo appears to me to be a photo of the customer I met.

.....
Authorised Representative Name:

AR ID/Code:

.....
Authorised Representative Signature:

Date:

Customer identification procedure (CIP) form - individuals

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.