

Signatory Verification 100 Point Check

PLEASE NOTE: Special provisions apply to children, recent arrivals to Australia, isolated area Aboriginals and Torres Strait Islanders, public authorities and incorporated bodies, non-residents, AUSTUDY/ABSTUDY recipients, and certain recipients of Social Security benefits.

- Record the points scored for the checks carried out. • Total the points scored.
- In Parts A and B, record the appropriate details for the checks carried out.
- In Part C, indicate if verification has or has not been achieved.

This is an alternative method of signature verification to an Identification Reference when a NEW savings, investment or loan account is opened, or when a NEW signatory is added to an account. It is a ONCE ONLY requirement per signatory.

Full name of signatory	
Full title of account	
Member number	

TYPE OF CHECK	AVAILABLE POINTS	POINTS SCORED	DETAILS TO BE RECORDED
1. Signatory is a known customer of at least 36 months standing	100	<input type="text"/>	Provide details in B overleaf.
Signatory is a known customer of at least 12 months standing	40	<input type="text"/>	Provide details in B overleaf.
2. Name of signatory from one of the following: Score 70 points only.	70	<input type="text"/>	Provide document details in A overleaf, or keep a copy of the document.
<ul style="list-style-type: none"> • Birth certificate <i>(Do not score additional points for more than one document)</i> • Citizenship certificate • International travel document - a current passport - expired passport which has not been cancelled and was current within the preceding two years - other documents of identity having the same characteristics of a passport (e.g. this may include some diplomatic documents and some documents issued to refugees). 			
3. A written REFERENCE signed by the person giving it, and bearing the SIGNATURE of the signatory (for signature comparison) from:	40	<input type="text"/>	Provide document details in A overleaf, or keep a copy of the document.
• Another financial body certifying that the signatory is a known customer of at least 12 months standing	40	<input type="text"/>	
• Another customer who has been verified as a signatory by the cash dealer and who has known the signatory for at least 12 months	40	<input type="text"/>	
• An acceptable referee (refer to CTRA Guideline No. 3) who has known the signatory for at least 12 months	40	<input type="text"/>	
4. NAME of signatory verified from the following, but only where they contain a photograph or signature that can be matched to the signatory:	40	<input type="text"/>	Provide document details in A overleaf, or keep a copy of the document.
• A licence issued under law (e.g. a driver's permit or licence)	40	<input type="text"/>	
• An identification card for a Public Service employee	40	<input type="text"/>	
• An identification card issued by the Commonwealth or a State or Territory government as evidence of the signatory's	40	<input type="text"/>	
5. NAME and ADDRESS of signatory verified from:	35	<input type="text"/>	Provide details in B overleaf.
• A document held by the cash dealer giving security over the signatory's property	35	<input type="text"/>	
• A mortgage or other instrument of security held by another financial body	35	<input type="text"/>	
6. NAME and ADDRESS of signatory verified	35	<input type="text"/>	
• A current employee, or an employer within the last 2 years	35	<input type="text"/>	
• A rating authority (e.g. land rates)	35	<input type="text"/>	
• The Credit Reference Association of Australia (subject to the Privacy Act 1988)	35	<input type="text"/>	

7. NAME, ADDRESS and TELEPHONE NUMBER verified from the latest telephone directory and telephone contact made with the signatory on that telephone service.	25	<input type="checkbox"/>	Provide details in B below.
8. NAME of the signatory verified from any other secondary identification documents e.g. credit cards, Medicare card, Telecom/Optus account, council rates notice, etc. (Note: More than one document may be counted. Points scored from a particular source may be counted only once, e.g. if MasterCard and VisaCard issued from the same bank, only one may be counted.)	25	<input type="checkbox"/>	Provide document details in A below, or keep a copy of the document.
	25	<input type="checkbox"/>	
	25	<input type="checkbox"/>	
	25	<input type="checkbox"/>	
9. NAME and ADDRESS of the signatory verified from:	<ul style="list-style-type: none"> • The electoral roll • An acceptable referee (refer to CTRA Guideline No. 3)—it is not required that the acceptable referee has known the signatory for at least 12 months • The owner, landlord or managing agent of rented premises in which the signatory lives or carries on business • The records of a public utility • The records of another financial body at which the signatory is a known customer of at least 100 points or more are required for verification purposes Total Points 12 months standing 	25	Provide details in B below.
		25	
		25	
		25	
		25	
		25	
10. NAME and DATE OF BIRTH of the signatory verified from:	<ul style="list-style-type: none"> • The records of an educational institution attended by the signatory in the last 10 years • The records of a professional or trade association where the signatory is a member 	25	Provide details in B below.
		25	

A Document details from Checks 2, 3, 4, 5 and 8 (or keep a copy of the document)

Type of document			
Person to whom it relates			
Age (if shown)			
Place of residence (if shown)			
Date of issue			
Place of issue			
Expiry date			
Document number			

B Give details of the method and source of verification (for Checks 1, 6, 7, 9 and 10)
Record whichever of the following is relevant

Type of check			
Person giving information			
Title, rank or designation			
Name and address of organisation			
Information given (attach a separate sheet if required)			

C Result of check

Has verification been achieved? Yes No

CHECKING OFFICER

Signature

Date