

INDIVIDUAL CERTIFICATION FORM DECEASED ESTATES ADMINISTRATION

Estate Representative's Details

Surname	
Given Name(s)	
Date of Birth	
Full Residential Address <i>(cannot be P.O Box)</i>	

Certifier's Details

Surname	
Given Name(s)	
Occupation	
Address <i>(cannot be P.O Box)</i>	
Telephone Number	

Type of Certifier - (Tick applicable) *Only these are acceptable*

Justice of the Peace	<input type="checkbox"/>	Deputy Registrar of a Court	<input type="checkbox"/>	Police Officer	<input type="checkbox"/>	Judge	<input type="checkbox"/>
Legal Practitioner	<input type="checkbox"/>	CEO of a Federal Court	<input type="checkbox"/>	Notary Public	<input type="checkbox"/>	Magistrate	<input type="checkbox"/>
Registrar of a Court	<input type="checkbox"/>	Australian Consular Official	<input type="checkbox"/>	Diplomatic Officer	<input type="checkbox"/>	Accountant	<input type="checkbox"/>

Identification Documents Certified to confirm Individual Identity – *Document requirements are listed on page 3*

1	Type of Document	
	Issuer	
	Document Number	
	Expiry Date	
	Class – A, B or C	
2	Type of Document	
	Issuer	
	Document Number	
	Expiry Date	
	Class – A, B or C	
3	Type of Document	
	Issuer	
	Document Number	
	Expiry Date	
	Class – A, B or C	

Certifier's Statement

I have examined the original identification documents listed above. I have endorsed each copy of the identification document in the following manner:

"I certify this to be a true copy of the document shown and reported to me as the original"

Handwritten signature & date

Full Name

Signed

Title

Registration Number (if applicable)

I understand that I may be contacted by IMB to confirm that the above statement is true and correct.

It is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to give false and misleading information.

Signed	
Date	

RETURN THIS DOCUMENT TO: IMB Ltd, P.O. Box 2077, Wollongong NSW 2500

PRIVACY NOTICE: This notice provides you with an overview of how IMB Ltd ("we", "us", "our") handles your personal information. Our Privacy Policy provides additional information such as how you can ask for access to personal information we hold about you and seek correction of that information. It also explains how you can complain about a breach of the Privacy Act or the Credit Reporting Code of Conduct and how we will deal with your complaint. Our Privacy Policy is located at www.imb.com.au/privacy, or can be obtained by calling us on 133 462 or by visiting one of our branches.

We collect your personal information:

- to provide you with information about a product or service;
- to assess any application for a product or service;
- to provide, manage and administer the products and services you seek;
- to communicate with you about us and our products and services;
- as required under various Australian laws and regulations including the Anti-Money Laundering and Counter Terrorism Financing Act 2006 and the National Consumer Credit Protection Act 2009.

If you do not provide some or all of the information requested we may not be able to provide you with products and services.

We may disclose your personal information to:

- a related entity, subsidiary or joint venture company such as IMB Financial Planning Ltd;
- our alliance partners such as insurers, credit card and other financial service providers;
- organisations who perform services on our behalf including but not limited to mailing services, payment processing services, document storage services, data verification services, information technology support services including systems development, debt collection services, our insurers and professional advisers including accountants, lawyers and auditors;
- your representative, for example a lawyer, financial adviser or someone you have appointed to act on your behalf;
- Government and regulatory authorities if required or authorised by law.

We may disclose your personal information overseas. Refer to our Privacy Policy for the locations to which we are likely to disclose your personal information. If we do disclose personal information outside of Australia, we will only do so as required, and in accordance with our Privacy Policy.

We would like to keep you up to date on the products and services we offer, including those issued by our alliance partners such as insurers, credit card and other financial services providers, which we consider may be of interest to you. To do this we may communicate with you, including by using any email address, mobile phone number or the details of any other electronic medium you have provided to us. You can opt out of receiving these communications at any time by calling 133 462 or visiting an IMB branch. In addition you can unsubscribe from email and SMS communications by visiting imb.com.au/unsubscribe.

If you would like more information, you can contact us as follows:

Mail: Privacy Officer, P.O Box 2077, Wollongong, NSW 2500

Phone: 133 462

Online: at www.imb.com.au, using our online enquiry form.

OFFICE USE ONLY -

IMB LTD trading as IMB BANK ABN 92 087 651 974 ACN 087 651 974 AFSL/Australian Credit Licence No. 237391

Date Certifier Contacted		Certifier Verified Details (Yes/No)	
IMB Staff Name			
IMB Staff No.			

Acceptable combinations include:

- 2 class A (e.g. Passport and Driver's Licence)
- 1 class A + 1 class B (e.g. Driver's Licence and Birth Certificate)
- 1 class A + 1 class C (e.g. Driver's Licence and Medicare Card)
- 1 class B + 2 class C (e.g. Birth Certificate, Medicare Card and Utility Statement)
- 2 class B + 1 class C (e.g. Birth Certificate, Financial Benefit Card and Medicare Card)

Important

Combination must verify:

- Name **and** Address or
- Name **and** Date of Birth or
- All of the above.

Class A - 70 points Primary Photographic	Class B - 40 points Primary Non-Photographic	Class C - 40 points Secondary Non-Photographic
Australian Passport Must be current or expired no more than 2 years ago. Must contain name and photo.	Australian Citizenship Certificate	Medicare Card Must be current.
	Foreign Citizenship Certificate	Student Identification Card Must be current. Must contain name and photo or signature. If there is no issue or expiry date, additional information (e.g. enrolment record or other ID will be required).
Foreign Passport Must be current. Must contain name, photo and signature or other unique identifier.	Australian Birth Certificate	
	Foreign Birth Certificate	Utility Statement (Energy, Gas, Water, Telephone provider) Must be issued within the previous 3 months. Must contain name and address.
Australian Driver's Licence Must be current. Must contain name, address and photo.	Financial Benefit Card Must be current. Must contain name and address.	
Government Photo Card (NSW) or Proof of Age Card (Other States) Must be current. Must contain name, address and photo.	Boat Licence Must be current. Must contain name, address, photo or signature.	Council Rates Must be issued within the previous 3 months. Must contain name and address.
Foreign Driver's Licence Must be current. Must contain name, address and photo. Must be issued by a Government Authority.	Gun Licence Must be current. Must contain name, address, photo or signature.	Electoral Roll Search Must contain name and address.
	ADI/Credit statement, passbook or card Must be current or issued within the previous 3 months. Must contain name and address or signature.	ATO Notice of Assessment Must be issued within the previous 3 months. Must contain name and address.
	Credit Reference Association of Australia Check Must be obtained by IMB with written permission of member. Must be issued within the previous 3 months.	Government Financial Benefit Notice Must be issued within the previous 3 months. Must contain name and address.
		Other bank, building society or credit union letter of introduction Must be issued within the previous 3 months. Must certify member as a customer & contain signatures of both the ADI representative & member. Must be on ADI letterhead.

Important notes:

- First Name and Surname must match across all ID in combination.
- Sight original identification and keep copies.
- Do not accept two documents from the same issuer.
- Only documents on this list can be accepted.
- Documents in languages other than English must be accompanied by a NAATI accredited translation, regardless of whether you personally are able to interpret/understand the document. The only exception to this is when the document contains an English translation (eg: French passport = nom/name, date de naissance/date of birth).