

Guide Card – Individual & Joint Accounts – What you need to do

Step 1.	<p>(a) Have each individual complete an Individual's Membership Application Form</p> <p>(b) If the account is to be joint, complete a Savings Account Application form.</p>
Step 2.	<p>(a) Each individual must provide the following documents:</p> <ul style="list-style-type: none"> ○ ONE document from List A; or ○ TWO documents, one from List B and one from List C ○ These documents can be originals or certified copies – see list of persons who may certify copies, below
Step 3.	<p>(a) Return the following items to AMP Credit Union:</p> <ul style="list-style-type: none"> ○ the completed forms ○ your certified copies of your identification ○ \$10 for your share (\$2 for a child under 18) ○ Minimum balance requirements (\$500 for adults, \$100 for children). This requirement may be waived if you are lodging a Term Deposit, or have a loan application approved.

Lists A, B & C

List A - Primary Photographic Identification Documents	<ul style="list-style-type: none"> ▪ photo driver's licence or permit issued by an Australian State or Territory government ▪ photo ID proof of age card issued by an Australian State or Territory government ▪ current passport (or expired within last 2 years) issued by the Australian government
List B – Non-photographic Identification Documents	<ul style="list-style-type: none"> ▪ birth certificate issued by a state or territory ▪ birth extract issued by a state or territory ▪ citizenship certificate issued by the Australian government ▪ pension card issued by Centrelink

**List C –
Secondary
Identification
Documents**

- a notice that:
 - was issued to an individual by the Commonwealth, a State or Territory within the preceding twelve months;
 - contains the name of the individual and his or her residential address; and
 - 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:
 - was issued to an individual by the Australian Taxation Office within the preceding 12 months;
 - contains the name of the individual and his or her residential address; and
 - records a debt payable to or by the individual by or to (respectively) the Commonwealth under a Commonwealth law relating to taxation;
- a notice that:
 - was issued to an individual by a local government body or utilities provider within the preceding three months;
 - contains the name of the individual and his or her residential address; and
 - records the provision of services by that local government body or utilities provider to that address or to that person.
- a notice that:
 - was issued to a minor by a School principal within the last 3 months
 - contains the name of the minor and their residential address; and
 - records the period of time the minor attended the school

List of persons who can certify copies for AML/CTF purposes

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| (1) | 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); | (11) | who is employed in an office supplying postal services to the public; |
| (2) | a judge of a court; | (12) | an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955); |
| (3) | a magistrate; | (13) | an officer with 2 or more continuous years of service with one or more financial institutions; |
| (4) | a chief executive officer of a Commonwealth court; | (14) | a finance company officer with 2 or more continuous years of service with one or more finance companies; |
| (5) | a registrar or deputy registrar of a court; | (15) | an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees. |
| (6) | a Justice of the Peace; | | |
| (7) | a notary public; | | |
| (8) | a police officer; | | |
| (9) | an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public; | | |
| (10) | a permanent employee of the Australian Postal Corporation with 2 or more years of continuous service | | a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership |

On the copies of the identification, have the certifier record “This is a true and correct copy of an original document sighted by me”, then sign, write their name, the date, and their qualification from the list above.