

## Customer identification checklist for an Individual

Thank you for telling us a bit about yourself. This checklist helps identify the information we may need to know about you before we can provide you with a financial product or service. We need this information to confirm your identity and to meet our legal obligations (including those under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*).

We may need to collect more information from you depending on the product or service you're seeking with us and the information that you provide. You'll still need to complete the product application and customer identification process.

### Customer information required

#### Individual customer

Customer to provide all items with blank

Full name	<input type="checkbox"/>
Date of birth	<input type="checkbox"/>
Gender	<input type="checkbox"/>
Occupation and Industry	<input type="checkbox"/>
Country of residence for tax purposes	<input type="checkbox"/>
Residential address (PO Box is not acceptable)	<input type="checkbox"/>
Correspondence address (if different from Residential address)	<input type="checkbox"/>

### Customer identification required

Customer to provide all items with blank

Any **one** of:

- current Australian state or territory driver licence that has your photo
- Australian passport that is current or expired within the last two years
- card issued under a state or territory law to prove your age that has your photo
- current foreign government passport (or similar international travel document) that has your photo and signature
- current foreign driver licence that has your photo
- current national identity card that has your photo and signature

**OR**

**One** of these:

- Australian or foreign birth certificate
- Australian or foreign citizenship certificate
- birth certificate extract
- pension card issued by Department of Human Services
- health care card issued by Department of Human Services

**AND**

**One** of these: *(the documents listed below are only valid if they include the customer's full name and residential address)*

- a document issued by the Commonwealth or a state or territory within the last 12 months that shows financial benefits paid to you
- a document issued by the ATO within the last 12 months that shows money to be paid to you or that you need to pay to them (make sure you cross out your TFN)
- a document issued by a local government body or utility provider within the last three months that shows the services provided to you at your address
- if you're under 18 years old, a notice issued by a school principal within the last three months that shows how long you attended that school

**How do I provide this information?**

Original documents or original certified copies must be presented to your financial adviser or AMP if you don't have an adviser.

**How do I get my documents certified?**

A copy of a document must be certified to be a true and correct copy of the original document. Only certain people can certify copies. You can see the full list of people who can certify documents or extracts at [amp.com.au/identification](http://amp.com.au/identification).

**What if my documents aren't in English?**

If the document isn't written in English, you must also attach an English translation prepared by an accredited translator.

**What if I can't provide the required information?**

Alternative documents may be considered on a case-by-case basis. Please speak to your financial adviser or AMP for further help.

This checklist has been prepared based on information you have provided to AMP Limited ACN 079 354 519 or any of its related bodies corporate (**AMP**), your financial adviser, and from information that has been obtained from public sources, including but not limited to the Australian Business Register (ABR) [www.abr.gov.au](http://www.abr.gov.au) and Super Fund Lookup [www.superfundlookup.gov.au](http://www.superfundlookup.gov.au). AMP cannot guarantee that the information available through public sources (including search results) is accurate, up to date, complete and does not accept any liability arising from the use of or reliance of information obtained from these public sources.