

## Acceptable Documentation Identification for Electronic Customer Verification (ECV)

	Preferred Method	Alternative Process
Natural person <i>(i.e. Applicant, Beneficial Owner, Director, Trustee etc.)</i>	<p>Non-certified copies of any two of the following three IDs:</p> <ul style="list-style-type: none"> <li>• Australian Driver Licence</li> <li>• Australian or International Passport</li> <li>• Medicare Card</li> </ul> <p><b>Please submit the application to <a href="mailto:support@sharetrading.netwealth.com.au">support@sharetrading.netwealth.com.au</a></b></p>	<p>If your client is unable to provide these, please refer to the attached List of Acceptable Identification Documentation.</p>
Non-SMSF Trust	<p>Supply a certified copy (wet signature not required) of the current Trust Deed extract (showing trust name, trustees' names, trustees' signatures, date of execution, beneficiary name/s (and Settlor name/s and settled sum if formal trust)), <b>and one</b> of the following supporting documents below:</p> <ul style="list-style-type: none"> <li>• A notice or letter from the ATO, such as a Notice of Assessment or TFN confirmation letter, issued in the last 12 months; <b>or</b></li> <li>• A Bank Statement from a financial institution from the last 12 months; <b>or</b></li> <li>• A letter from the Legal Practitioner or Accountant who prepared the Trust Deed confirming: <ul style="list-style-type: none"> <li>• the Practitioner or Accountant's details;</li> <li>• the full name of the trust;</li> <li>• the full name of all trustees; and</li> <li>• the full name of the Settlor of the trust (unless the material asset contribution to the trust by the settlor at the time the trust is established was less than \$10,000, or the settlor is deceased).</li> </ul> </li> </ul> <p>(Supporting documents do not need to be certified).</p> <p><b>Please submit the application to <a href="mailto:support@sharetrading.netwealth.com.au">support@sharetrading.netwealth.com.au</a></b></p>	<p>If your client is unable to provide these, please post an original certified copy (wet ink) of the current Trust Deed to Locked Bag 3005, Australia Square NSW 1215.</p>
SMSF Trust	<p>We use an ABN Lookup to verify SMSF entities. No additional identification is required.</p>	
Minor <i>(i.e. trustee of a minor trust)</i>	<p>No additional identification is required.</p>	

**Original certified copy (wet ink) of:**

- 1 x Primary Photographic Identification – **Option A**
- 2 x Primary Non Photographic Identification – **Option B**
- 1 x Primary Non Photographic identification – **Option B** – and 1 x Secondary Identification – **Option C**

**Option A – Primary Photographic Identification – *Sufficient ID by itself***

- Australian Passport issued by the Commonwealth, which has not been expired for more than 2 years
- Driver licence issued in Australia
- Proof of Age Cards – issued under a law of a state or territory (all States)
- NSW Photo Card and Birth Card or a WA Photo Card (not currently available in other states)
- International Passport or Travel Document which:
  - contains a photograph of the person in whose name the document is issued;
  - is issued by a foreign government, the United Nations (UN) or an agency of the UN; and
  - if written in language not understood, accompanied by an English translation from an accredited translator.
- A national identity card issued for the purpose of identity which:
  - contains a photograph and signature of the person in whose name the document is issued;
  - is issued by a foreign government, the United Nations (UN) or an agency of the UN; and
  - if written in language not understood, accompanied by an English translation from an accredited translator.
- NSW Security Licence issued by NSW Police that contains the full name, date of birth and photograph of the person in whose name the document is issued.
- Firearms licence issued under law (all States)

**OR****Option B – 2 x Primary Non-Photographic Identification**

- Birth certificate or birth extract issued by an Australian State or Territory
- Birth certificate issued by a foreign government, the United Nations or an agency of the UN
  - if written in language not understood, accompanied by an English translation from an accredited translator.
- Citizenship certificate issued by the Commonwealth
- Citizenship certificate issued by a foreign government:
  - if written in language not understood, it must be accompanied by an English translation from an accredited translator.
- A pension card or health care card issued by Centrelink/Department of Human Services that entitles the person in whose name the card is issued, to financial benefits
- A pension card or health care card issued by the Department of Veteran Affairs (DVA) which contains the full name and address/date of birth of the individual

**OR****Option C – 1 x Primary Non-Photographic (refer to Option B) and 1 x Secondary Identification**

- A notice that was issued to an individual by a the Commonwealth, State or Territory within the preceding 12 months which:
  - contains the name of the person 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.
- A notice issued by the Australian Taxation office to the individual within the preceding 12 months which 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 the Commonwealth under a Commonwealth law relating to taxation
- A notice that was issued by a local government or utilities provider e.g. gas, electricity, water, rates within the preceding 3 months that:
  - contains the name of the person and his or her residential address; and
  - records the provision of services by the local government body or utilities provider to that address or to that person.
- Driver licence issued overseas
- Security Guards/Crowd Safety Officer Identity Card
- Australian Defence Force Identity card (other than where the card is issued to spouses of defence force personnel)
- Working with children/vulnerable people card issued by an Australian State or Territory which contains the person's full name, photo and address/date of birth

## How to CERTIFY acceptable identification documentation

The certified photocopy must include a statement: *"I certify that this is a true copy of the original document"*

The certifier must also include their full name, original signature, date of certification and qualification or occupation which makes them eligible, on the photocopied ID.

## List of eligible persons allowed to certify true copies of identification documents

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon
- 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)
- An officer with, or authorized representative of, a holder of an Australian financial services licence (AFSL), having 2 or more years of continuous service with one or more licensees
- An officer with, or a credit representative of, a holder of an Australian Credit Licence (ACL), having 2 or more years of continuous service with one or more licencees
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955). This includes a person appointed to hold or act in any of the following offices of the Commonwealth (of Australia) in a country or place outside Australia:
  - Consul-General
  - Consul
  - Vice-Consul
  - Trade Representative
  - Consular Agent
- Australian Diplomatic Officer, within the meaning of the Consular Fees Act 1955. This includes a person appointed to hold or act in any of the following offices of the Commonwealth (of Australia) in a country or place outside Australia:
  - Ambassador
  - High Commissioner
  - Head of a Mission
  - Commissioner
  - Charge d'Affaires
  - Counsellor, Secretary or Attache at an Embassy, High Commissioner's office, Legation or similar
- Bailiff
- Bank officer with 2 or more continuous years of service
- Building society officer with 2 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 2 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
  - exercising his or her function in that place
- Employee of the Commonwealth who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
  - exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 2 or more years of continuous service with a finance company
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
- Member of:
  - the Parliament of the Commonwealth; or
  - the Parliament of a State; or
  - a Territory legislature; or
  - a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public

- Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State or Territory authority; or
  - a local government authority; with 2 or more years of continuous service and the person is not already specified on this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- Member of the Australasian Institute of Mining and Metallurgy

**Note:** All documents must be current unless otherwise stated. Please **DO NOT** attach original identification documents. Send only original **CERTIFIED** photocopies of original documents.

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## How to submit your documents

Once completed and signed, please scan and email the form to

✉ [support@sharetrading.netwealth.com.au](mailto:support@sharetrading.netwealth.com.au)

☎ 1800 888 223    🌐 [sharetrading.netwealth.com.au](http://sharetrading.netwealth.com.au)

If you are required to send original certified copies of documents please send via post to:

📍 **Netwealth**

Locked Bag 3005, Australia Square NSW 1215