

Customer Identification Requirements

If you are a new customer to Winsec Savings & Loans, before we can open your account, we will need to confirm your identity by completing a customer identification check.

Under the Anti Money Laundering and Counter-Terrorism Financing Act we are obligated to verify the information you have provided to us on your application form. To ensure your application is processed as quickly as possible, please download and read our Customer Identification Requirements.

- Step 1** Review the table below and gather all required forms of documentation in accordance with your specific account type.
- Step 2** Ensure all supporting documents have been certified by an eligible person.
- Step 3** Present ALL required documentation to Winsec Savings & Loans.

What is a 'certified copy' of document?

A certified copy is a document that has been approved as a true copy of an original document.

How do I have a document certified?

- Step 1** Photocopy the original document and take the original and the copy to a Certifier (for information on "acceptable certifiers", refer to the List of Acceptable Certifiers).
- Step 2** The Certifier will endorse the copy with the following requirements:
 - a) The statement that "I certify that I have sighted the original document and this is a true copy of it".
 - b) FULL PRINTED NAME of the Certifier (e.g. Michelle Helena Citizen)
 - c) DATE that the document was certified
 - d) SIGNATURE of the Certifier
 - e) CAPACITY or QUALIFICATION in which they have certified the document (e.g. JP, Solicitor, etc)
 - f) REGISTRATION NUMBER (if applicable)
- Step 3** Return certified copies of identification or supporting documents to Winsec Savings & Loans

Individual Identification Requirements

To verify the details you have provided you will need to produce either:

- Option 1:** One (1) original **OR** certified copy of a primary document (Type A) with a photograph **plus** One (1) original **OR** certified copy of a primary document without a photograph (Type B) or Two (2) original secondary documents (Type C) **OR**
- Option 2:** Two (2) original or certified copies of a primary document without a photograph (Type B) plus One (1) secondary document (Type C)

*Minimum Personal information – Name, Address, Date of Birth & Signature Verification**

** Minor (Child) under 16 may be exempt from signature verification*

** Copies of documents – If you are unable to attend a branch to have originals sighted, you may provide certified copies.*



Providing financial services to the Wangaratta community since 1990

Win Securities Ltd
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Australian Financial Services Licence No. 240901
Australian Credit Licence No. 240901

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Document Types		
Primary Photo (Type A) <ul style="list-style-type: none"> • Passport (Australian/International) • Drivers/Shooters/Boat Licence or Learners Permit (Australian) • Proof of Age Photo Card (Australian) • National Photo ID Card • Drivers Licence (International) 	Primary Non-Photo (Type B) <ul style="list-style-type: none"> • Birth Certificate/Extract (Australian) • Letter of Identification – Registered Aged Care Facility • Citizenship Certificate (Australian) • Identity Card – Education Institution • Letter of Identification – Education Institution • Aust./ State Govt. Concession Card 	Secondary (Type C) <ul style="list-style-type: none"> • Credit/Debit Card • Medicare Card • Identity Card – (Photo) – Aust. Gov't. Dept, Public Employee • Utility Bill – (Inc. White Pages Internet Search) • Rates Notice • Tax Assessment Notice

A member of



NON – INDIVIDUAL

(Note: One Or More Of The Items Listed May Be Required)

VERIFICATION DOCUMENT	AUSTRALIAN COMPANIES & REGISTERED BUSINESSES	TRUSTS (eg. Super Fund, Family Trust, Unit Trust, etc.)		PARTNER-SHIPS	INCORPORATED ASSOCIATIONS	UN-INCORPORATED ASSOCIATIONS
		INDIVIDUALS AS TRUSTEE	COMPANY AS TRUSTEE			
ASIC Database Search	✓	See INDIVIDUAL ID Requirements	✓			
Certificate of Registration/ Incorp. (ASIC, Consumer Affairs)	✓		✓		✓	
ASIC Company Statement	✓		✓			
Written Partnership Agreement (where they have one – if not, bank statement, copy Accounts etc. in name of Partnership)					✓	
Minutes of Association						✓
Letter of Authority						✓
Trust Deed			✓	✓		
Personal ID for Authority To Operate	✓	✓	✓	✓	✓	✓

List of Acceptable Certifiers	
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	A judge of a court
A magistrate	A Chief Executive Officer of a Commonwealth court
A registrar or deputy registrar of a court	A Justice of the Peace
A notary public (for purposes of Statutory Declaration Regulations 1993)	An Australian police officer A Sheriff or Sheriff's Officer
An agent of Australia Post who is in charge of an office supplying postal services to the public	A permanent employee of Australia Post with 2 or more years of continuous service who is employed in an office supplying postal services to the public
An officer with 2 or more continuous years of service with one or more finance institutions (for purposes of Statutory Declaration Regulations 1993)	A finance company officer with 2 or more continuous years of service with one or more finance companies (for purposes of Statutory Declaration Regulations 1993)
An officer with, or authorised representative of, a holder of an Australian Financial Services License, having 2 or more continuous years of service with one or more licensee	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
An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)	A Teacher employed on a full-time basis at a school or tertiary education institution.
A Doctor:- A person who under a law in force in a State or Territory, is currently licensed or registered to practise in the following occupations: Chiropractor, Dentist, Legal practitioner, Medical practitioner, Nurse, Optometrist, Patent attorney, Pharmacist, Physiotherapist, Psychologist, Trade marks attorney and Veterinary surgeon.	

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