

IDENTITY VERIFICATION

The law requires us to verify your identity when you open an account, change your name, update your signature or when you become a signatory to an account. The process is easy.

Step 1 Determine suitable ID (section 1). Photocopies must be certified by an Authorised Certification Nominee (section 2).

Step 2 Ask your Authorised Certification Nominee to complete Sections 2 & 3. The certifier cannot be related to you

Step 3 Attach certified copies of the identification documents checked & signed by the Authorised Certification Nominee.

Step 4 Mail completed Membership Application & photocopies of your certified identification to First Option Bank.

Section 1 - List of Acceptable Documents

Must provide one document from list A or two documents, one from list B and one from list C.

ONE DOCUMENT FROM LIST A

Primary Photographic Identification Documents

A

- Current photo driver's licence or permit issued by a State, Territory or foreign government
- Photo ID proof of age card issued by a State or Territory government
- Current passport (or expired within last 2 years) issued by the Commonwealth
- Passport, with photo of the person, issued by a foreign government, the United Nations, or a UN agency - if not in English - accompanied by an English translation prepared by an accredited translator
- National ID card, with photo and signature of the person, issued by a foreign government, United Nations, or a UN agency - if not in English - accompanied by an English translation prepared by an accredited translator

OR

ONE DOCUMENT FROM LIST B

Non-photographic Identification Document

B

- Birth Certificate or extract issued by a State or Territory
- Citizenship certificate issued by the Commonwealth
- Medicare card, Department of Veterans' Affairs card or any other entitlement card issued by the Australian government
- Pension card issued by Centrelink
- Birth certificate issued by a foreign government or the UN - if not in English - accompanied by an English translation prepared by an accredited translator
- Citizenship certificate issued by a foreign government - if not in English - accompanied by an English translation prepared by an accredited translator

AND ONE DOCUMENT FROM LIST C

Secondary Identification Documents

C

- 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);
 - 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;
 - 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;
 - was issued to a minor by a school principal within the last 3 months, contains the name of the minor & their residential address; and records the period of time the minor attended the school.

Note: If a document is written in a language that is not understood by the person carrying out the identification procedure, then it has to be accompanied by an English translation prepared by an accredited translator.

Section 2 – Authorised Certification Nominees (eligible certifiers)

First Option accepts originals or certified copies of identification documents. If you are providing copies, your documents need to be certified by an Authorised Certification Nominee (see below for eligible document certifiers).

<input type="checkbox"/>	Document from List A	Document Type	<input type="text"/>
OR			
<input type="checkbox"/>	Document from List B	Document Type	<input type="text"/>
<input type="checkbox"/>	and from List C	Document Type	<input type="text"/>

Authorised Certification Nominees (eligible certifiers)

- 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);
- 2 judge of a court;
- 3 a magistrate;
- 4 a chief executive officer of a Commonwealth court;
- 5 a registrar or deputy registrar of a court;
- 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 who is employed in an office supplying postal services to the public;
- 11 an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
- 12 an officer with 2 or more continuous years of service with one or more financial institutions;
- 13 a finance company officer with 2 or more continuous years of service with one or more finance companies;
- 14 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.
- 15 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.

Section 3 – Authorised Certification Nominee's details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other	<input type="text"/>
Given Names	<input type="text"/>		Surname	<input type="text"/>		
Position/Title Registration Number (if applicable)						
<input type="text"/>						
Category number of nominee (listed above)	Contact Telephone Number					
<input type="text"/>	<input type="text"/>					
Residential Address/Business Address						
<input type="text"/>						
Suburb/Town	State		Postcode			
<input type="text"/>	<input type="text"/>		<input type="text"/>			
I have examined the original documents listed above and endorsed the attached copy of each identification document as required. This is to certify that this is a true copy of the original which I have sighted.						
Signature			Date			
<input type="text"/>			<input type="text"/>			

Please return this form and all supporting documentation to:

FIRST OPTION BANK

Email: info@firstoption.com.au Fax: 1800 356 675
Address: PO Box 7063 Melbourne VIC 3004



Outline

This Privacy Notification sets out:

- why we collect and use your information
- how we collect and use your information
- what happens if you do not wish to provide us with information
- whether we provide your information to other entities
- the availability of our Privacy Policy
- when we can disclose certain information to a credit reporting body
- how a credit reporting body may use your information
- whether we disclose your information overseas and if so, where
- how you can contact us

Collection and use of your information

We collect and use your information to:

- provide you with membership benefits, financial services and products or information about those benefits, services and products
- provide you with information about financial services and products from 3rd parties we have arrangements with
- conduct market and demographic research in relation to the products and services you and other members acquire from us
- establish your eligibility for a loan
- establish your capacity to repay a loan

The law also requires us to collect and hold your information:

- for our register of members under the Corporations Act
- to verify your identity under the AML/CTF Act
- to assess your capacity to pay a loan under the National Consumer Credit Protection Act

How we collect your information

We will collect information about you and your financial position from you directly.

When you apply for a loan, we will collect information about your credit history from a credit reporting body.

How you can access your information

You can request access to your information at any time by contacting First Option.

What if you do not wish to provide us with information?

If you do not give us the information we require, we may not be able to admit you to membership or provide you with the financial service or product you have applied for.

Providing your information to credit reporting bodies

The credit reporting body we disclose information to is Equifax.

If you do not make your repayments when they fall due or commit a serious credit infringement, we may disclose this to Equifax. Any information we provide to Equifax will

be included in reports provided to credit providers to help them to assess your creditworthiness.

You can ask Equifax not to use your information for pre-screening of direct marketing by a credit provider. You can also ask them not to use or disclose your information if you reasonably believe that you have been or are likely to be a victim of fraud.

Equifax’s policy on the management of information is available at www.equifax.com. You can contact Equifax by phone on 13 83 32.

Providing your information to other entities

We disclose your information to other entities. We only disclose your information as needed and as required by law. We can disclose your information to:

- entities that verify identity
- lawyers, conveyancers, accountants, brokers and agents who represent you
- contractors for statement printing and mail out, card and cheque production, market research or direct marketing
- affiliated product and service suppliers to provide information to you about their services and products
- credit reporting bodies and other financial institutions that have previously lent to you
- persons you use as referees
- for property loans – property valuers and insurers
- for loans provided jointly with another lender, to that other lender
- mortgage documentation service
- trustee and manager of securitised loan programs
- any proposed guarantor of a loan
- debt collection agencies, lawyers, process servers
- our auditors

We will also disclose your information to law enforcement and government agencies as required by law

Our Privacy Policy

Our Privacy Policy is available at www.firstoption.com.au. The Policy contains information about:

- how you can access your information
- how you can seek correction of your information
- how you make a complaint and how we will deal with it
- in what overseas countries we are likely to disclose your information
- how we manage your credit-related personal information

Disclosure to overseas recipients

We do not currently disclose your information to overseas recipients.

How to contact us

You can contact us by:

- Tel: 1300 855 675
- Fax: 1800 356 675
- Email: info@firstoption.com.au