

Account Opening and Application Requirements

Identification and Supporting Documents

If proof of Identity has not been previously provided, the acceptable identification documentation that is required is listed below. The Full Name, Address and any Reference or Registration number, where shown on the documents, must be in English. Additional documentation may be required depending on your circumstances.

Company

Domestic and Registered (within Australia) Foreign Company

- An ASIC Company Search dated within the last 7 days

Additional Requirement for registered (within Australia) Foreign Company

Foreign Registration Document – if not in English, must be accompanied by an accredited translation (NAATI)

Formal Trust (Discretionary, Unit, Managed Investment Schemes, Superannuation Funds)

- Trust Deed or Trust Deed Extract

Partnership

- Partnership Agreement or Extract
- Certificate of Membership (for regulation by a professional association) (Legal/Accounting professions only)

Additional Requirements

Solicitors, Accountants & Real Estates are common types of partnerships. Refer to Trust Accounts sections for additional documents required to open a statutory trust account in the Partnership name for these groups.

Association (including Clubs, Charities, Organisations, Religious Bodies)

Incorporated Associations

- Certified copy the Minutes of Resolution of members of the group authorising particular individuals to open and/or operate an account on behalf of the group; and
- Certified copy the Information provided by ASIC or the State/Territory body responsible for the incorporation of the Association
NB: The original Certificate of Incorporation is not required; or
- Certified copy the constitution or rules of the Association or Extract

Unincorporated Associations

- Certified copy the Minutes of Resolution of members of the group authorising particular individuals to open and/or operate an account on behalf of the group; and
- Certified copy the Minutes of the Meeting of the Association; and
- Certified copy the The constitution or rules of the Association or Extract

Registered Business

- Extract of Business Name search from the Office of Fair Trading dated within the last 7 days

Body Corporates

- Copy of the Community Management Statement; and
- Copy of the Minutes of the Meeting of the Body Corporate Titles Scheme (CTS) signed by the Committee and listing all Authorised Officers to open and/or operate an account on behalf of the Body Corporate

Registered Co-operative

- Any register maintained by the Co-operative (Original or Certified Extract); and
- Information provided by the State/Territory/Overseas body responsible for the registration of the Co-operative (e.g. Registered Rules); and
- Formation Meeting Minutes

Trust Accounts (Solicitors, Accountants & Real Estates)

- Real Estates
 - New South Wales: Original copy of the Notice of Opening of a Trust Account with a unique identifying number issued by the Office of Fair Trading
 - Queensland: A Copy of the relevant licence (being a Real Estate Agents, Auctioneers, Resident Letting Agents, Motor Dealers or Field Agents licence), or in the case of Collection Agents, a copy of their "Authority to open a trust account" issued by the Office of Fair Trading, or for licences issued pre 1 December 2014 a Commercial Agents licence or a Pastoral house licence may be provided
- Solicitors
 - Letter from the Law Society (in the state of registration)
 - Practising Certificate that includes the name of the law firm as the employee issued by the Queensland Law Society (QLS)
- Accountants
 - A copy of the Notification to the Undersecretary of the Justice Department

Deceased Estates

- Certified copy of the Death Certificate; and
- Certified copy of the Will; or
- Certified copy of the Letters of Administration (where there is no Will); or
- Certified copy of the Probate of the Will if granted by the courts

Note: Normal Identification requirements apply if account opened by a Solicitor.

Solicitor must also provide authority from Executors/Administrators if Solicitor is acting 'on behalf' of the estate.

Individuals

NOTE: Individual Directors of a Company, Trustees, Partners, Members of an Association, Business Owners, Committee Members, or other individuals that will be authorised to operate on the account, must also provide acceptable identification to satisfy requirements for an individual. Full Name, Address and Date of Birth, where shown on documents, must be in English.

In Branch you'll need the following documents:

- One (1) item from Part A
- Or, at least One (1) item from Part B + One (1) item from Part C

Full Name, Address and Date of Birth, where shown on any identification document, must be in English. If the document is not in English, it must be accompanied by a translation from an accredited translator who is accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI).

Documents must be presented in original form (e.g. physical card, notice, letter etc.) when opening an account in person at the branch, or via mailed Certified Copies if you are unable to present them in person.

Part A – Primary Photographic Identification Documents

- A current Drivers Licence. This includes Learners Permits or Boat Licences that contain the customer's photograph.
- A current Australian Passport (or one which has expired within the last two years)
- A current Proof of Age Card issued by an Australian State/Territory (including 18 + and NSW Birth Cards)
- A current foreign passport or similar travel document issued by a government, the UN or agency of the UN
- A National Identity Card issued by a foreign government, the UN or agency of the UN
- Current Government Issued Identity card with a Photo (e.g. Keypass)

Part B – Primary Non Photographic Identification Documents

- An Australian birth certificate/extract
- A citizenship certificate
- A foreign birth certificate issued by a foreign government, the UN, or agency of the UN
- Concession Card (e.g. Centrelink Card)

Part C – Secondary Identification Documents

- Current Medicare Card
- Australian Government Card/Notice showing entitlement to financial benefits, issued within the last 12 months
- Income Tax Assessment Notice (issued by the ATO within the last 12 months)
- Council Rates Notice or Utilities Bill (eg gas, electricity, phone) (issued within the last 3 months)

Additional identification documents for person under 18 years old:

- Current school identification card containing your photograph
- Immunisation History Statement
- A letter from your principal, with your name and residential address, written within the last 3 months, recording how long you attended that school

Alternative Identification Documents for Aboriginal and Torres Strait Islanders

If you are of Aboriginal and/or Torres Strait Islander heritage and unable to produce identification under the parts above, a statement or letter (using the letterhead stationery of an Authorised Referee's Organisation) from an Authorised Referee that addresses the following matters:

- Authorised Referee's knowledge of the customer's full name (or any other names), date of birth (actual or approximate) and residential address
- Capacity in which the Authorised Referee knows the customer
- Length of time the Authorised Referee has known the customer
- Date on which the reference was given

The statement or letter must be witnessed by a Community leader or Elder. The statement or letter must include a photo of the individual.

A government issued correspondence confirming the customers name must be accompanied with the statement or letter.

Alternatively, Suncorp Bank can provide you with a template, please contact us for a copy.

An Authorised Referee can be:

- Chairperson, Secretary or CEO of an Aboriginal/Torres Strait Islander Organisation, or a board member of a local Aboriginal Land Council
- School principal or School counsellor
- A Minister of Religion
- Health Professional or Manager in Aboriginal/Torres Strait Island Medical Services
- Police officer
- Another person before whom a statutory declaration can be made
- Community leader or Elder (who is not a parent, sibling, or child of the individual)
- The individual's current employer or manager.