



Required Documents

When an individual applies to be a member of the Melbourne Uni Credit Union, they must show required documents to verify their identity before MUCU can provide them with services and products. This is a legal requirement under the Anti-Money Laundering and Counter Terrorism Financing Act 2006 (Cth).

To be an individual member of MUCU, you must provide us with:

1 document from the **Category A** list;

OR

1 document from the **Category B** list **and** 1 document from the **Category C** list;

OR

1 document from the **Category D** list **and either** 1 document from the **Category B or C** list.

Category A documents

A current drivers licence or permit issued by an Australian State or Territory that contains the person's photograph.

A current passport issued by the Australian government (or one that has expired within last 2 years).

A card issued by an Australian State or Territory for the purpose of proving the person's age, which contains a photograph of the person in whose name the document is issued.

Category B documents

A birth certificate or birth extract issued by a State or Territory.

A citizenship certificate issued by the Australian government.

A pension card issued by Centrelink that entitles the person in whose name the card is issued, to financial benefits.

An electoral enrolment card.

A Medicare card, Department of Veteran's Affairs entitlement card or any other current entitlement card issued by the Australian government.

Loan documents held by MUCU.

Records relating to a mortgage granted to the person by another financial institution other than MUCU.

Land Title Office Records.

Category C documents

A notice issued to an individual by the Australian government, a State or Territory within the last 12 months that contains the name of the individual and their residential address and records the provision of financial benefits to the individual.

A notice of assessment issued to an individual by the Australian Taxation Office within the last 12 months that contains the name of the individual and their residential address.

A notice that was issued to an individual by a local government body or utilities provider within the preceding three months that contains the name of the individual and their residential address and records the provision of services to that address or to that person.

Category D documents

A current NSW photo Firearm, Security Industry or Commercial Agents and Private Inquiry Agents operator licence issued by the NSW Roads and Traffic Authority.

A current photo identity card for a NSW Police Force Officer or Australian Defence Force Member.

A current consular photo identity card issued by the Department of Foreign Affairs and Trade.

Individuals in particular circumstances

A person's particular circumstances may mean that they are unable to show MUCU the documents (or the combination of documents) set out in Categories A, B C and D. If that person falls within one of the categories listed below that person may prove their identity by showing MUCU the documents and where relevant answering the questions listed under that category.

A Child under 18 years of age

The following documents:

A birth certificate or birth extract issued by a State or Territory; ***and***

A notice that was issued to a person by a school principal within the preceding three months that contains the name of the person and their residential address and records the period of time that the person attended at the school.

Non-resident of Australia

Both 1 document from the Category C list and 1 document from the following:

A passport or a similar travel document issued by a foreign government, the United Nations or an agency of the United Nations that contains a photograph and the signature of the person in whose name the document is issued (where relevant with English translation prepared by an accredited translator).

A citizenship certificate issued by a foreign government (where relevant with English translation prepared by an accredited translator).

A birth certificate issued by a foreign government, the United Nations or an agency of the United Nations (where relevant with English translation prepared by an accredited translator).

Certain Recipients of Social Security Payments

A letter of introduction from a Centrelink officer that:

- Is signed by the individual
- Is signed by the Centrelink officer
- Verifies the individual's address has been verified from Centrelink records
- States that the individual is a recipient of a social security payment; and
- States that the individual's signature has been verified from Centrelink records

Indigenous Australians

A written reference from a community leader.

A community leader is:

- a person who is recognised by the members of the community to be a community elder; or
 - if there is an Aboriginal council that represents the community -- an elected member of the council;
 - a member of a Regional Council established under section 92 of the Aboriginal and Torres Strait Islander Commission Act 1989; or
 - a member, or a member of the staff, of a local land council established under section 21 of the Aboriginal Land Rights (Northern Territory) Act 1976; or
 - a member of the staff of the Aboriginal and Torres Strait Islander Commission; or
 - a director of an Aboriginal or Torres Strait Islander corporation within the meaning of the Aboriginal and Torres Strait Islander Commission Act 1989.
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Independent and reliable documentation

These lists are not exhaustive, other documents verifying your identity may be used if MUCU determines that those documents are reliable and independent. Please contact MUCU for further information.

If any of the documents are in a previous name, you must provide an additional document that shows how your name was changed (for example a marriage certificate).

Certified Documents

An individual who is applying for membership online or who is unable to come into one of MUCU's branches in person may have their identity verified by sending to MUCU a copy of the document (or combination of documents) required to identify the individual as set out above that has been certified as a true copy.

If a person is to rely on a certified copy the following requirements must be satisfied.

Certified copies of previously certified copies will not be accepted. A properly certified copy of the **ORIGINAL** document must be provided.

The person certifying the document must have sighted the **ORIGINAL**.

Certified Documents continued ...

Proper certification must appear on **each page** to be certified, and should show:

- the date
- the signature of person certifying the document; and
- the name of the person certifying the document, this should be clearly printed or evident in any official stamp that is used;
- the title of the person certifying the document; and
- where relevant the registration number of the person certifying the document (for example a Justice of the Peace must include their registration number when certifying a document)

The **persons who may certify a document** are:

- 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);
- 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 the purposes of the Statutory Declaration Regulations 1993 (Cth));
- a police officer;
- an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- 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;
- an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955 (Cth));
- an officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993 (Cth));
- a finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993 (Cth));
- 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;
- 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.