Trust Identification Documents

For any of these documents, please provide an original or a reliable copy. This includes physical copies or electronic sources.

Identification documents for trusts

Please provide one or more of the following:

- A copy of the trust deed, or foreign equivalent instrument
- A disclosure certificate that verifies information about the trust
- Letters or documents from the trust's professional services firms
- A copy of recent trustee resolutions
- The memorandum of trust

Identification documents for body corporates, partnerships or unincorporated associations

Please provide one or more of the following:

- A copy of the client's constitution
- A copy of the client's charter
- A copy of the client's rules
- A copy of distribution(s) of member statements
- A copy of the partnership agreements
- Certificate of Incorporation
- Certificate of Good Standing
- Memorandum and articles of association
- Evidence of the source of funds/wealth. For example, bank statement, tax assessment etc.

Identification documents for individuals

Provide one of the following for any representative and persons listed in Section C:

- **Option 1:** one primary photographic identification document
- **Option 2:** two primary non-photographic identification documents along with a reference
- **Option 3:** one primary non-photographic identification document and a secondary identification document, along with a reference.

Document category	Examples of documents
Primary photographic identification documents	• Australian passport • Australian proof of age card • Australian driver's license • Foreign passport • Foreign identity card

Document category	Examples of documents
Primary non-photographic identification documents	• Australian birth certificate or birth extract • Australian citizenship certificate • Australian concession card (pensioner concession card, health care card, senior's health card) • Medicare card • Veteran card • Change of name certificate • Marriage certificate • Foreign birth certificate • Foreign citizenship certificate
Secondary identification documents	• Utility notice issued in the last 3 months • Council rates notice issued in the last 3 months • Australian bank statement issued in the last 3 months • Notices issued by a Commonwealth, state, territory or local government body issued in the last 3 months • Income tax assessment notice issued by the Australian Taxation Office (ATO) in the last 12 months • Payslip or letter from employer containing the individual's name issued in the last 3 months

Authority for a representative to act

Evidence of a representative's authority to act may include:

- for any general appointment:
  - a letter, agency agreement or other authorisation document from the client establishing that the representative has authority to act
  - written confirmation from a reliable third party such as a legal practitioner, accountant or other professional, that the representative has authority to act
- written confirmation from their employer that they are authorised to act, if authority to act arises from their employment
- the document granting that person power of attorney, if authority to act arises from a power of attorney
- an extract of the legislation giving the person authority to act, if authority to act arises from legislation

Alternative identification for individuals

An individual can prove their identity in alternative ways if they:

- can't get standard identification information or evidence
- can't access standard identification information or evidence due to circumstances beyond their control

- have inconsistent details across their identification documents.

This may be appropriate for individuals who are:

- Aboriginal and Torres Strait Islander
- affected by natural disasters
- affected by family and domestic violence
- experiencing homelessness
- in prison or recently released from prison
- refugees, asylum seekers and recent migrants to Australia
- from culturally and linguistically diverse backgrounds
- intersex, transgender and gender diverse
- living in remote areas
- older Australians
- living in a hospital setting for lengthy periods
- not registered at birth
- raised in institutional or foster care
- experiencing digital exclusion or inaccessibility.

Other documents that can verify the individual's identity could include, but isn't limited to, any of the following:

- a reference from another individual (see requirements below)
- government correspondence, including documents from state or territory corrective services
- confirming a person's identity with reputable organisations or bodies known to them. For example, Aboriginal and Torres Strait Islander organisations or community health organisations
- a community ID or organisation membership card for Aboriginal and Torres Strait Islander peoples
- recently expired identification
- a client's self-attestation of their identity.

If an individual uses a reference, the referee must be someone who both:

- holds a position of trust in the community
- has an existing relationship with the individual. They don't need to have a relationship with the individual because of their position of trust – for example, the referee may be a teacher, but they don't need to have been the individual's teacher.

Suitable referees may include a:

- school principal, teacher or counsellor
- current or former employer or manager
- medical practitioner (for example, doctor, nurse, midwife, dentist, community health professionals, psychologist)
- minister of religion
- police officer
- financial counsellor, adviser, planner or capability worker
- community leader, such as an Elder
- official from an Aboriginal and Torres Strait Islander organisation, or a board member of a Local Aboriginal Land Council
- legal aid or community lawyer
- Services Australia (Centrelink) staff
- correctional services staff
- manager or warden of a refuge or shelter accommodation or homeless shelter

- manager of an aged care facility or hospital
- an individual who is able to witness a statutory declaration.

The reference could contain the:

- date of the reference
- referee's name, signature, position, contact details and relationship to the individual
- referee's knowledge of the individual's full name, residential address (if known) and date of birth (actual or approximate)
- approximate period the referee has known the individual.

If known by the referee, it could also include:

- other addresses where the individual has recently lived
- other names the individual has been or is known by
- a recent photo of the individual
- the individual's circumstances that have resulted in limited access to identification documents
- a brief explanation of the reasons why the individual has inconsistent details on their identification.