SUNCORP BANK

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 (Suncorp can perform the search at a cost, if required)

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 (Suncorp can perform the search at a cost, if required)

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)
  - Practicing 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.

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 overleaf.

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Identification and Supporting Documents

Individuals

Full Name, Address and Date of Birth, where shown on documents, must be in English.

Foreign Residents (excluding New Zealand) in Australia are required to present the minimum identification for an Individual plus an additional form of identification. They may only provide documents from Part A, B or C in the ID Category Requirements table to be verified

If you have Primary Photographic ID - as per PART A below - Two (2) Documents
- At least One (1) Item from Part A

If you *DO NOT* have Primary Photographic ID – Three (3) Documents
- At least One (1) Item from Part B + One (1) Item from Part C

For those under 18 years old

If you have Primary Photographic ID
- One (1) Item from PART A

If you *DO NOT* have Primary Photographic ID – Two (2) Documents
- One (1) Item from PART B + One (1) Item from PART E

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

Part B – Primary Non Photographic Identification Documents

- A current Drivers Licence (without photograph)
- An Australian birth certificate/extract
- A citizenship certificate
- A foreign birth certificate issued by a foreign government, the UN, or agency of the UN
- A current Centrelink Pension Card

Part C – Secondary Identification Documents

- A notice issued within the last 12 months by the Commonwealth, State or Territory which records the financial benefits received by the individual (e.g. Pension, Centrelink allowances), their name and residential address
- 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)

Part D – Additional Identification Documents

- Current Australian Medicare Card
- Current Credit/Debit ATM cards (issued by an Australian Financial Institution)
- Other Financial Institution Record (ie Bank Statement, Term Deposit Certificate, Passbook) – current or issued within last 3 months
- Current Tertiary Education Identity Card with Photo (eg Student Card)
- Current Government Issued Identity Card with a Photo

Part E – Under 18 Years Old Additional Identification Documents

- A current Australian Medicare Card
- A current Debit ATM card (issued by an Australian Financial Institution)
- Other Financial Institution Record (ie Bank Statement, Term Deposit Certificate, Passbook) – current or issued within last 3 months
- A current school identification card containing your photograph
- Immunisation History Statement
- A letter from your school principal, with your name and residential address, written in the last 3 months, recording how long you attended that school