

# American Express® Verifying Officer Registration Form

## A. INSTRUCTIONS FOR COMPLETING THIS FORM

Before completing the registration form below, please read this important information to ensure this form is completed correctly.

Ensure that all relevant fields are completed and an existing Authorised Signatory from your Business completes all fields in Section E.

Note: Authorised Signatories may not nominate themselves to be a Verifying Officer.

In order to comply with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (the 'Act'), there are certain procedures that must be undertaken in order to verify your identity. You must undertake the following to validate verification of your identity prior to submitting this registration form to American Express:

### Verification of Identity by Certified Signatory

- 1.1. You must have a copy of a primary photo identification document certified as a true copy of the original document by a Certified Signatory. A list of primary photo identification documents and Certified Signatories is listed in Section G.
- 1.2. To certify the copy of the primary photo identification document, the Certified Signatory must put the following details on the copy on the same page as the actual identification document, if these are not included processing your Registration form will be delayed:
  - (a) Print full name of Certified Signatory
  - (b) Signature
  - (c) Date
  - (d) Category of Certified Signatory (e.g. Justice of the Peace)
  - (e) Stamp, seal, or identification number of Certified Signatory
- 1.3. Write the full name of the Certified Signatory on this form in Section D.
- 1.4. The certified copy of the primary photo identification must be faxed or posted to American Express with this form.

## B. COMPANY DETAILS

**THIS SECTION IS TO BE COMPLETED BY THE NOMINATED VERIFYING OFFICER OR PROGRAM ADMINISTRATOR**

Company Name:

**PLEASE COMPLETE EITHER 1. OR 2. BELOW (MANDATORY)**

1. **To have authorisation for all Corporate IDs, please provide the highest level Corporate ID in the boxes below.**

Highest Level Corporate ID:

**IF YOU ARE UNSURE OF YOUR COMPANY'S CORPORATE ID, PLEASE CONTACT YOUR PROGRAM ADMINISTRATOR**

2. **Or, to have authorisation for specific departments within your company, please list all pertinent Corporate IDs separately below.**

1:

2:

3:

4:

5:

6:

7:

8:

9:

(If not enough space list on a separate piece of paper and provide to American Express with this form).

## C. NOMINATED INDIVIDUAL DETAILS

**THIS SECTION IS TO BE COMPLETED BY THE NOMINATED INDIVIDUAL (All fields in this section are mandatory)**

Mr  Mrs  Ms  Miss

Surname  Given Names

Position/Title within Company:

Residential address (PO box not accepted)

State:

Postcode:

Business Contact Address:

State:

Postcode:

Business Phone:

Business Fax:

Business Email:

Business Mobile:

A New Verifying Officer

A Replacement Verifying Officer

**If you ticked a Replacement Verifying Officer, please name the Verifying Officer being replaced, so that we can delete the individual from our systems:**

Will you also be a Corporate Cash Verifying Officer?  Yes  No

**PLEASE ENSURE A CERTIFIED COPY OF THE PRIMARY IDENTIFICATION DOCUMENT IS SUPPLIED WITH THIS REGISTRATION FORM (see section D).**

Identification document submitted: (e.g. Passport, Australian driver's licence, National Identity Card.)

Date of birth:  /  /

Country/Office of issue of document:

Date of issue:  /  /

Number on document: (e.g. 12345A)

## D. AGREEMENT AND SIGNATURES

### Declaration by the nominated individual

I, the nominated individual hereby request you (American Express Australia Limited) to register me as a Verifying Officer. I certify that the information given in support of my details on this form are true and correct. I acknowledge that you will verify the information with my employer and other sources. If I am approved to be a Verifying Officer I agree to abide by the responsibilities as set out in section F.

### I confirm that I have completed my identification verification requirements:

Certified Signatory Name:

By signing below I acknowledge that I have read and agree to the declaration stated above:

Printed name of nominated individual:

Signature of nominated individual:



Date DD / MM / YYYY

## E. DECLARATION BY AUTHORISED SIGNATORY

### THIS SECTION IS TO BE COMPLETED BY YOUR COMPANY'S EXISTING AUTHORISED SIGNATORY

To become a Verifying Officer this registration form must be signed by the American Express registered Authorised Signatory of your company, hereby named the Authorised Signatory.

### IF YOU DO NOT KNOW THE NAME OF YOUR COMPANY'S AUTHORISED SIGNATORY, PLEASE CONTACT YOUR PROGRAM ADMINISTRATOR

I nominate the above individual to be a Verifying Officer of the above company.

I also agree to advise American Express by completing a new Verifying Officer Registration Form as soon as practicable should the above nomination be revoked or the above nominated individual's ceases to be employed by the company.

Signature of Authorised Signatory



Date DD / MM / YYYY

Name of Authorised Signatory:

If the current registered Authorised Signatory has left the business please ensure this registration form is signed by an individual that can act on behalf of the company (e.g. Director, Partner or someone with delegated authority) and please provide evidence to support this.

## F. RESPONSIBILITIES OF A VERIFYING OFFICER

### A Verifying Officer is required to complete all of the following:

- View the Applicant's original Primary Photo Identification Document.
- Verify that either the: a) name and residential address from the ID document match the information provided in the application;  
OR b) name and date of birth from the ID document match the information provided in the application.
- Complete the Verifying Officer section of the application form, which includes recording details of the identification document and the Applicant's position in the company.
- Sign the Verifying Officer declaration on the application form, stating that he/she has verified the information above.

## G. DEFINITIONS

### Verifying Officer

This is an individual within your company who has been given the authority by your company and American Express to certify that they have sighted an applicants original primary photo identification document and the details on the document correspond to the information provided on the Application form.

### Certified Signatory

This is an individual who has been defined under the 'Act' as having authority to sight and certify a copy of an identification document as being an original copy of that identification document. The following persons are Certified Signatories:

- 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), e.g. a Solicitor or Barrister with a current practicing certificate.
- A Justice of the Peace.
- A Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants.
- A person who is currently licensed or registered under Australian law of practice in one of the following occupations:
  - Chiropractor
  - Dentist
  - Legal Practitioner
  - Medical Practitioner
  - Nurse
  - Optometrist
  - Patent Attorney
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Trademarks Attorney
  - Veterinary Surgeon

If your identification document is certified by a Certified Signatory that is not listed above, there may be delays in processing your application.

### Primary photo identification document

This is a Government-issued identification document containing a current photograph, signature and name of the individual applying for the Card. If this document is not in English, it must be accompanied by an English translation prepared by an accredited translator. For verification purposes, only the following are accepted:

- Current passport
- A current Australian Driver's Licence
- An Australian national identity card (police or armed forces)

### Certified copy

Certified copy means a primary photo identification document that has been certified as a true copy of an original document by a Certified Signatory.

Your photo must be legible via fax to facilitate identity. Low quality photographs will be rejected and you will be asked to provide a higher quality image.

### Corporate Cash Verifying Officer

A Corporate Cash Verifying Officer is an individual within a company who has been given authority by the company to authorise Cardmember enrolment into the Corporate Cash program. The Corporate Cash Verifying Officer is also required to certify that they have sighted an original identification document prior to authorising enrolment.

**MAIL TO: AMERICAN EXPRESS, GPO BOX 5087, SYDNEY NSW 2001 OR  
FAX BOTH REGISTRATION FORM PAGES AND ID DOCUMENTS TO (02) 9266 3579.  
PLEASE ENSURE YOU SELECT THE 'FINE' SETTING ON YOUR FAX, OR ENLARGE THE  
DOCUMENT IMAGE TO AVOID DELAY IN PROCESSING.**