

WATER SHARE OWNER IDENTITY CHECK

Please use **BLUE** ink in **BLOCK** letters. Only original forms properly completed will be accepted. All identity documents must be original or certified copies.

If the water share owner is a company, an ASIC extract **not more** than 12 months old must be included.

Details of the person being identified. To be completed by the water share owner.
Each owner of the water share must complete a separate **Identity Check form**.

NAME

POSTAL ADDRESS

Details of the verifying agent completing the identity check.

NAME

OFFICE ADDRESS

Signatures

To be completed by the water share owner and the verifying agent. The verifying agent must be one of the following.

- I certify that I am a/an** (you must tick the appropriate box)
- | | |
|---|--|
| <input type="checkbox"/> Australian Consular Official | <input type="checkbox"/> Australian Legal Practitioner |
| <input type="checkbox"/> Chartered Accountant | <input type="checkbox"/> Certified Practising Accountant |
| <input type="checkbox"/> Institute of Legal Executives | <input type="checkbox"/> Notary Public |
| <input type="checkbox"/> Water Corporation Authorised Officer | |

and accordingly verify the name of the aforementioned person being identified.

Signature of verifying agent

____/____/____
Date

Signature of water share owner

____/____/____
Date of Birth

of water share owner

Proof of identity is satisfied if the water share owner provides a Passport **PLUS** an Australian Drivers Licence or an Australian Firearm Licence

Please tick the appropriate box and complete the following OR attach photocopies of identity documents.

Australian Passport Overseas Passport (must include an Australian resident visa label) **Name as it appears on the document**

Name of issuing country **Expiry date** **Document number**

If using overseas passport

Australian Drivers Licence (must be current) Australian Firearm Licence (must be current) **Name as it appears on the document**

Name of issuing state **Expiry date** **Document number**

OR

Proof of identity is satisfied if the water share owner provides **THREE** of the following identity documents.

- one must be from list 1
- at least one and up to two documents must be from list 2
- if only one document is provided from list 2, then one document must also be provided from list 3.

Please tick the appropriate box and complete the following OR attach photocopies of identity documents.

LIST 1

Australian Passport Overseas Passport (must include an Australian resident visa label)
 Australian Drivers Licence (must be current) Australian Firearm Licence (must be current) **Name as it appears on the document**

Name of issuing country/state **Expiry date** **Document number**

LIST 2

<input type="checkbox"/> Birth Certificate (issued in Australia)	<input type="checkbox"/> Birth Certificate (issued in Australia)
<input type="checkbox"/> Australian Citizenship Certificate	<input type="checkbox"/> Australian Citizenship Certificate
<input type="checkbox"/> Department of Veterans Affairs Card	<input type="checkbox"/> Department of Veterans Affairs Card
<input type="checkbox"/> Centrelink Card (must be current)	<input type="checkbox"/> Centrelink Card (must be current)
<input type="checkbox"/> Medicare Card (must be current)	<input type="checkbox"/> Medicare Card (must be current)
<input type="checkbox"/> Working with Children Card (must be current)	<input type="checkbox"/> Working with Children Card (must be current)

Name as it appears on the document

Name as it appears on the document

Document number

Document number

LIST 3

Utility account (including Water, Gas, Electricity, Telephone) Rates notice (Municipal or Council) **Name as it appears on the document**
 MUST NOT be more than 12 months old

Name of issuing body

Document number

WATER SHARE OWNER IDENTITY CHECK FORM INSTRUCTIONS

The form must be lodged along with the application to transfer a water share with the water corporation.
A separate ID check form must be completed by each water share owner.

Who must complete the ID check

1. A separate identity check form **must** be completed for each owner of the water share.
2. If a water share owner is a company, signatories for the company must complete an identity check in accordance with an Australian Securities and Investment Commission (ASIC) company extract that is **not more than 12 months old**.
3. If a water share owner is a legal entity other than a registered company (such as an incorporated association or government body etc), signatories for the legal entity must complete the identity check. Evidence of the authorised signatories must also be provided. This can be in the form of the minutes of a meeting, or another document indicating the signatories are authorised to sign on behalf of the organisation. The document provided must be not more than 12 months old and must list the current legal name of the organisation.

Who can verify the identity check

4. An Australian legal practitioner is generally a lawyer, solicitor, or barrister that holds a current practicing certificate. Australian legal practitioners **do not** include JPs (Justices of the Peace) and JPs **cannot** verify the identity check.

Requirements for ID documents that you may use

5. You may use an expired passport if it had only expired within the last two years. However, the passport must not have been cancelled.
6. Utility account statements **must not** be more than 12 months old.
7. All other identification **must** be current.
8. If you do not have a: passport; drivers licence; or a firearm licence you **may** provide a statutory declaration witnessed by someone who has known you for at least two years.
 - The Statutory Declaration **must** clearly state the following:
 - Name, Address, Occupation & Date of Birth (of the person being identified)
 - The length of time the person being identified and the Authorised Witness have known each other (must be more than 2 years)
 - The nature of the relationship between the person being identified and the Authorised Witness
 - The Authorised Witness is not a party to the water share being transferred.
 - An **Authorised Witness** who may sign a Statutory Declaration must be either a:
 - a bank manager
 - a court officer
 - a local government office holder
 - a senior officer of a council
 - a doctor or nurse
 - a public servant
 - a police officer

If your name has changed

9. If the name on your water share is different to your identity documents, you must provide change of name documentation or a marriage certificate.

Re-using the Identity check

10. The water corporation, at their discretion, may agree to re-use this identity check for up to 3 months after submission to the water corporation. Please contact your water corporation to confirm if you are required to provide additional identity checks.

Privacy statement

The Victorian Government is committed to protecting information about you and enacted the *Information Privacy Act 2000* to provide a statutory framework for privacy and to guide government departments and partner agencies in their personal information handling activities.

The information collected on this form is solely for the purpose of verifying the identity the owner of a water share(s) and it will only be used or disclosed to the appropriate Statutory Authority, or departmental staff in regard to the purpose it was provided, unless required or authorised by law.

Access to information about you

You have the right to access and correct information about you that is held by your water corporation and Department of Environment and Primary Industries. In most cases requests for access will be administered through the Freedom of Information process, particularly requests that in some way affect the privacy of another individual or relate to commercial activity.

More information on the Privacy Policy is available at www.depi.vic.gov.au/privacy-policy, and at your water corporation's website.