

# American Express<sup>®</sup> Verifying Officer Registration Form

## A. INSTRUCTIONS FOR COMPLETING THIS FORM

**Before completing this Verifying Officer Registration Form, please read Section G: "Responsibilities of a Verifying Officer".**

Under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (the "Act"), American Express is required to verify the identity of customers applying for American Express services. Provisions in the Act allow for Verifying Officers to assist in this process by providing evidence and services that verify the identification of applicants.

Please ensure the following steps are completed before sending this form to American Express.

To become a Verifying Officer for your company, you (the nominated Verifying Officer) are required to complete the following:

1. Complete all relevant fields in this registration form.
2. Have an Authorised Company Signatory from your company complete all fields in Section D including a signature. Note: Authorised Signatories may not nominate themselves to be a Verifying Officer.
3. Produce a copy of an original primary Photo Identification Document (see Section H) and present the original ID and the copy to a Certified Signatory (see Section F) for them to sight.
4. Have the Certified Signatory sight the original ID and certify that the copy is a genuine copy (as per Section F).

## B. NOMINATED VERIFYING OFFICER DETAILS

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

Mr  Mrs  Miss  Ms

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Position/Title within Company: \_\_\_\_\_

Business Contact Address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

Please answer the following 3 questions: (see section H for definitions)

1. As the nominated Verifying Officer will you be:  A New Verifying Officer  A Replacement Verifying Officer  
If you ticked a Replacement Verifying Officer, please name the Verifying Officer being replaced:

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

3. Will you also be an Authorised Signatory?  Yes  No

## C. 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)

## D. DECLARATION BY AUTHORISED SIGNATORY

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

To become a Verifying Officer this application 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 Verifying Officer ceases to be employed by the company.

Signature of the Authorised Signatory: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Authorised Signatory: \_\_\_\_\_

**Mail to: American Express, GPO Box 5087, Sydney NSW 2001 or Fax both application pages and ID documents to (02) 9266 3579.**

## E. CERTIFICATION OF VERIFYING OFFICER IDENTITY

**THIS SECTION TO BE COMPLETED BY THE NOMINATED VERIFYING OFFICER. PLEASE ENSURE A CERTIFIED GENUINE COPY OF THE PRIMARY IDENTIFICATION DOCUMENT IS SUPPLIED WITH THIS REGISTRATION FORM (see section F).**

Mr  Mrs  Miss  Ms

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Residential Address (PO BOX NOT ACCEPTED): \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

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

Date of birth on document: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Country/Office of issue of document: \_\_\_\_\_

Date of issue: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

## F. CERTIFYING IDENTITY DOCUMENTS

To verify your identity as an applicant for Verifying Officer, American Express requires that you provide, together with this application, a Certified Copy of an original Primary Photo Identification Document. **Please ensure the copy is enhanced/enlarged so that the photo is clearly legible.**

**You must have the copy certified as a true and original copy by one of the following persons:**

A registered legal practitioner (solicitor); a judge; a magistrate; a CEO of a Commonwealth court; a registrar or deputy registrar of a court; a Justice of the Peace; a notary public; a police officer; an Australia Post agent/manager/owner; an Australia Post employee with 2+ years of continuous employment; an Australian consular officer or an Australian diplomatic officer; 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; or any employee of a financial institution or financial company with 2+ years of continuous employment.

**The certifying person must:**

1. Sight the original and certify that the copy is genuine.
2. Certify the copy is genuine by including the following information on the copy;

Full name of the Certified Signatory; Signature of the Certified Signatory; Date; Category of Certified Signatory (e.g. Justice of the Peace); and Stamp, seal or identification number of certification.

## G. RESPONSIBILITIES OF A VERIFYING OFFICER

A Verifying Officer is an individual within a company who has been given the authority by the Company and American Express to certify for a Card Applicant that they have sighted an original Primary Photo Identification document and the details on the document correspond to the information provided on his/her application form.

To do this, the 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.

## H. DEFINITIONS

### Primary photo identification document

This is a Government-issued identification document containing a current photograph, signature and the 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; Australian Driver's Licence; 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.

### Authorised Signatory

An Authorised Signatory is an individual within a company who has been given authority by the company to authorise issuance of Cards or request changes to the Card program. An Authorised Signatory can also be a Verifying Officer and/or a Corporate Cash Verifying Officer.

### 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. A Corporate Cash Verifying Officer can also be an Authorised Signatory and/or a Verifying Officer for identity verification for all new Card applications (provided this form has been completed).

## I. CHECK LIST

- Have you completed all mandatory fields (including Corporate ID in section C – Company Details)?
- Has the Authorised Signatory completed and signed Section D of the form?
- Have all fields in Section E – Certification of Verifying Officer Identity been completed?
- Have you supplied certified copies of the original identity documents to support?

**Mail to: American Express, GPO Box 5087, Sydney NSW 2001 or Fax both application pages and ID documents to (02) 9266 3579.**