

100 point check list – Witness Certificate

How to complete this form:

- Record the points scored for the checks carried out.
 - Total the points scored.
 - In Parts A and B, record the appropriate details for the checks carried out.
 - In Part C, indicate if verification has or has not been achieved.
- * Make Copies of all Documents

THE 100 POINT CHECK – WITNESS CERTIFICATE MUST BE COMPLETED FOR EACH BORROWER AND SIGNED BY THE PERSON WHO WITNESSES YOU SIGNING YOU SIGNING THE LOAN DOCUMENTS

You must ensure that is completed by a Solicitor if this is a condition of the loan. If a Solicitor is not required to witness the loan documents, then you must engage a solicitor, JP or a C.Dec to witness your signature. You must take with you sufficient identification (originals – not photocopies) to satisfy the requirements of this certificate.

THE 100 POINT CHECK – WITNESS CERTIFICATE is a different document and serves a different purpose to any 100 Point Check you may have previously completed.

If this document is not returned or is returned incomplete or unsigned, then documents will have to be reissued and additional costs will be incurred.

Name of Signatory

Loan Name and Loan Number

TYPE OF CHECK	AVAILABLE POINTS	POINTS SCORED	DETAILS TO BE RECORDED
1 PRIMARY DOCUMENTS NAME of signatory from one of the following: <ul style="list-style-type: none"> • Birth Certificate • Passport/International travel document: <ul style="list-style-type: none"> - a current passport - expired passport which has not been cancelled and was current within the preceding 2 years - other document of identity having the same characteristics of a passport (eg. this may include some diplomatic documents and some documents issued to refugees) • Citizenship certificate 	70	<input style="width: 45px; height: 20px;" type="text"/>	details in A overleaf, and keep a copy of the documents used
2 SECONDARY DOCUMENTS <ul style="list-style-type: none"> • Drivers Licence • Other acceptable government issued licence eg. Boat, gun, pilot • Identification card issued to a student at a tertiary education institution • Identification card issued by the commonwealth state or territory as evidence of the persons entitlement to a financial benefit eg Centrelink card, concession card Must contain photo and/or signature, and expiry date (wherever issues)	40	<input style="width: 45px; height: 20px;" type="text"/>	
<ul style="list-style-type: none"> • Identification card issued by the commonwealth state or territory as evidence of the persons entitlement to a financial benefit eg Centrelink card, concession card 	40	<input style="width: 45px; height: 20px;" type="text"/>	
3 OTHER DOCUMENTS <ul style="list-style-type: none"> • Medicare card • Water rates • Gas or electricity or telephone account • Financial institutions card – ATM, credit card, debit cad • Verificaton from the records of a professional or trade association of which the signatory is a member • Name and address verified against the electoral roll compiled by the Australian Electoral Commission Note More than one document may be counted, but points scored from a particular source may be counted only once, e.g. if MasterCard and Visa Card issued from the same financial institution, only one may be counted.	25	<input style="width: 45px; height: 20px;" type="text"/>	
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The signatory is taken to be identified if the signatory rates at least 100 points	TOTAL	<input style="width: 45px; height: 20px;" type="text"/>	

Document details from Checks 1, 2, 3, 4 and 7 (and keep a copy of the document)

Type of document		
Person to whom it relates		
Age (if shown)		
Place of residence (if shown)		
Date of issue		Place of issue
Document number		Expiry date

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List below the details of the method(s) and source(s) of verification for Checks 5, 6, 8 and 9

Type of check	
Person giving information	
Title, rank or designation	
Name and address of organisation (if relevant)	
Information given (attach a separate sheet if required)	

Result of check

Has verification been achieved? Yes No

Signature

Witness to sign

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The mortgagee appoints the witness as its agent to conduct identity verification of each mortgagor, borrower and guarantor. The Witness may be a Solicitor, Justice of the Peace, Commissioner of Declarations, Notary Public or Magistrate (witness type blow)

Name of Witness: _____

Address of Witness: _____

Witness type: _____

Mortgagee: _____