

# 100 POINT IDENTITY CHECK FOR TRANSFERRING WATER SHARES

## EXPLANATORY NOTES

### **WHEN TO USE THIS FORM**

Every time you apply to transfer a water share (using form 1 or 3) or to give a limited term transfer of a water share (using form 10).

The Water Corporation cannot process the above applications until each person signing the application as an owner (ie. seller) of the water share, or on the owner(s) behalf, has completed the 100 point identity check.

### **HOW TO COMPLETE THE 100 POINT IDENTITY CHECK**

The *100 Point Identity Check* must be certified by one of the following authorised people;

- an Australian legal practitioner (ALP),
- an officer delegated with appropriate responsibility by the Water Corporation (refer to Goulburn-Murray water, Lower Murray Water or Southern Rural Water), or
- A Certified Practising Accountant (CPA) / Chartered Accountant (CA).

You must provide one of the authorised people above with identification documents necessary to meet the 100 point check (see *100 Point Check List* attached).

The documents must be **originals or certified copies**.

Persons who are entitled to take a statutory declaration can certify copies of documents by stating on the statutory declaration; *'I certify that this is a true and correct copy of the document it purports to be'*.

The authorised person must then record the type of documentation presented and attach photo identification described in the *100 Point Check List* as either type 1 or type 2.

The *100 Point Identity Check* must then be signed by you and the person authorised to certify the Form.

### **WHERE TO MAKE THE 100 POINT IDENTITY CHECK**

#### **In Person at the Water Corporation**

Present original identification documents or certified copies at the Water Corporation head office or one of its area offices (not at a depot). If you intend to make the 100 point identity check at an area office, call the Water Corporation beforehand to confirm whether the 100 point check can be made there.

#### **In Person with an Australian Legal Practitioner or Certified Practising Accountant**

Present original identification documents or certified. You are advised to confirm beforehand if the person concerned is willing to undertake this service and if they charge a fee for this service.

An Australian legal practitioner is a person who holds a current local practising certificate or interstate practising certificate, must have professional indemnity insurance, and generally includes lawyers, solicitors, and barristers (*and legal executives?*).

Australian legal practitioners **do not** include Justices of the Peace (a JP) and JPs cannot certify the *100 Point Identity Check Form*.

#### **If you are outside Australia**

If you are outside Australia and have not given power to an Attorney, present the original documents or certified copies to a notary public or an Australian consular official to complete the *100 Point Identity Check*.

*See also frequently asked questions on the next page...*

## FREQUENTLY ASKED QUESTIONS AND ANSWERS

### **1. Why a 100 point identity check is necessary?**

The importance of water shares and their financial value to the owners is well understood, and once the transfer of a water share has been recorded by the Water Registrar it cannot be reversed other than by another transfer. Therefore, the Water Corporation must take reasonable care in approving applications to transfer a water share or to give a limited term transfer of a water share. This includes taking reasonable care to verify the identity of the persons (via this 100 point check) who are signing the application.

### **2. I cannot easily reach an Australian Legal Practitioner, or CPA, what can I do?**

In the first instance you should contact your Water Corporation.

### **3. Is the 100 point identity check difficult?**

No. What you carry in your wallet can largely meet the 100 point check. The following combinations of documents are examples that constitute 100 points (at least one of the documents must be type 1 or 2 photo identification – refer to the 100 Point Identity Checklist):

- A passport and a driver's licence, or a driver's licence and birth certificate/citizenship certificate.
- A driver's licence, Medicare card, credit card, and council rates notice or a public utility account that is less than 60 days old.
- A driver's licence (or any type 2 photo identification), Medicare card, and two credit cards if each credit card is with a different financial institution.

### **4. My name is not exactly the same in each of the documents. Will that be a problem?**

Common sense ought to prevail on what is an acceptable difference in the names on the documents provided for the identity check. However, the surname in the documents **must be** the same as in the photo ID.

As a guide a photo ID has the name Stuart George Paul Thompson. The type 3 or 4 document says:

Stuart George Thompson	Accept
Stewart Thompson	Accept if the address is the same as the photo ID
Simon Thompson	Refuse even if address is same as photo ID
SG Thompson & JK Robinson	Accept if address is same as photo ID
Stuart George Paul Thomson	Refuse. Different surname

### **5. I do not have any photo ID. What do I do?**

You will need a statutory declaration regarding your identity from someone who has known you for at least two years. The statutory declaration will constitute a type 2 photo ID and will be worth 40 points.

### **6. The water share we wish to transfer is owned by several people and we all can't make it to the Water Corporation or solicitor's office at the same time. Is that a problem?**

No. However, the Water Corporation will only process a water share transfer application form once a 100 Point Identity Check with original an signature has been submitted for each and every person.

### **7. I am selling several water shares. Am I required to complete a water share identity check for each water share or will one suffice?**

One will suffice if you are lodging several applications to transfer a water share with the Water Corporation at the same time. All 100 point checks must have your original signature. You may therefore wish to complete several 100 pt ID checks at once and keep surplus ID checks for later use.

### **8. I am concerned about providing my credit card and other personal details to my Water Corporation. Can I be assured that they will be treated with the utmost confidentiality?**

Yes. Water Corporations are subject to the Information Privacy Act 2000 which provides for the protection of personal information provided them. The Water Corporation can only use the personal information for the explicit purpose for which it was collected. If you require further information on their privacy policy or require further assurances regarding the information collected for the purposes of the 100 point identity check you should contact your Water Corporation.

With respect to credit card details, the 100 Point Identity Check explicitly states that the credit card document/identification number is not required.

### **9. Is a 100 point check required for a trade of allocation?**

No.

## IDENTITY CERTIFICATION

**A photocopy of the photo identification must be attached to this form. If type 1 photo identification has been provided you do not have to complete the table below for that document, as the details will be included on the photocopy.**

**A check list to assist you with the 100 point check is on the reverse side of this page. You are advised to complete the check list first.**

<b>DOCUMENT DETAILS FROM CHECKS FOR TYPE 2, 3, AND 4 DOCUMENTS</b>				
	DOCUMENT 1	DOCUMENT 2	DOCUMENT 3	DOCUMENT 4
Type of document (for credit cards state the financial institution)				
Spell name in full as it appears in the document				
Date of Birth (if relevant)				
Place of residence (if shown)				
Place of issue (if shown)				
Expiry date if relevant				
Document/reference number (must not be included for credit cards)				
Points awarded for the document				

I certify that I am an Aust. legal practitioner / CPA / CA / Authorised Officer (*circle correct option*) and that I have seen the documents listed above, and accordingly verify the identity of:

Print name in capitals: .....

Signature of person identified: ..... (*must be original*)

Signature of authorised person: ..... Date: ...../...../..... Print name in capitals: ..... Office address (where the check was completed): ..... .....Phone number: .....
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<b>Water Corporation office use only:</b>	
Application number(s) of Water Share Transfer or Limited Term Transfer Form(s): (Must be completed before the Form can be signed. The application number is in the top right hand corner of the application form)	.....

## 100 POINT IDENTITY CHECK LIST

TYPE OF CHECK		TICK IF SATISFACTORY
<b>TYPE 1</b>	<p><b>NAME of water share owner verified from one of the following:</b></p> <p><b>CLASS 1</b> Any one of the following International Travel Documents:</p> <ul style="list-style-type: none"> <li>- a current passport</li> <li>- expired passport which has not been cancelled and was current within the preceding 2 years</li> <li>- other document of identity having the same characteristics as a passport including photograph and date of birth (e.g. this may include some diplomatic documents and some documents issued to refugees)</li> </ul> <p><b>CLASS 2</b></p> <ul style="list-style-type: none"> <li>- Birth Certificate or extract</li> <li>- Birth Card issued by the New South Wales Registry of Births, Deaths and Marriages</li> <li>- Citizenship Certificate</li> </ul> <p>Note: Birth certificates of married female should be accompanied by a marriage certificate or other appropriate documentation.</p>	<p>Worth 70 points</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> Photocopy attached</p>
<b>TYPE 2</b>	<p><b>NAME of water share owner verified from one of the following (but only where they contain a photograph or signature that can be matched to the water share owner)</b></p> <ul style="list-style-type: none"> <li>• A licence or permit issued under a law of the Commonwealth, a State or Territory (e.g. an Australian driver's licence, shooter's licence, etc)</li> <li>• An identification card issued to a public employee</li> <li>• An identification card issued by the Commonwealth, a State or Territory as evidence of the person's entitlement to a financial benefit</li> <li>• An identification card issued to a student at a tertiary education institution</li> <li>• A statutory declaration from a person who can take a statutory declaration, declaring that they have known you for two years</li> </ul>	<p>Worth 40 points</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> Photocopy attached</p>
<b>TYPE 3</b>	<p><b>NAME of water share owner verified from any other secondary identification document relating to the water share owner, including:</b></p> <p>Marriage certificate (for maiden name only), credit card, council rates notices, telephone account, foreign driver's licence, Medicare Card, etc.</p> <p><b>Note:</b> 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.</p> <p>Note: Do not photocopy credit cards</p>	<p>Worth 25 points each</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> Enter Details on page 2</p>
<b>TYPE 4</b>	<p><b>NAME of water share owner verified from any of the following:</b></p> <p>Water Corporation bill that is less than 12 months old. A public utility account eg water rate notice, electricity account, gas account or telephone account (no mobile accounts) that is less than 60 days old</p> <p><b>Note:</b> More than one document may be counted, but points scored from a particular source may be counted only once, e.g. you cannot bring in two gas bills, or Water Authority bills.</p>	<p>Worth 25 points each</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> Enter Details on page 2</p>
		<b>TOTAL POINTS</b>