

100 POINT IDENTITY CHECK FOR TRANSFERRING WATER SHARES

EXPLANATORY NOTES

WHEN TO USE THIS FORM

A 100 point identity check is required 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, whether 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, or a Fellow of the Institute of Legal Executives, or
- 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) or a Chartered Accountant (CA), or
- a notary public or an Australian consular official.

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 check.

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, a Fellow of the Institute of Legal Executives, a Certified Practising Accountant or a Chartered 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.

Note that an Australian legal practitioner is a person who holds a current local practising certificate or interstate practising certificate and generally includes lawyers, solicitors, and barristers.

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

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...

100 POINT IDENTITY CHECK - FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. Why is a 100 Point Identity Check 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 Identity Check) who are signing the application.

2. I cannot easily reach an Australian Legal Practitioner, a Fellow of the Institute of Legal Executives, a CPA or a CA, 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 an original signature has been submitted for each and every person.

7. I am selling several water shares. Am I required to complete a 100 Point 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. If you lodge applications at different times, each lodgement must be accompanied by a 100 Point Identity Check. Note that all 100 Point Identity Checks must have your original signature and so a photocopy cannot be used. You may therefore wish to complete several 100 Point Identity Checks at once and keep the surplus 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.

100 POINT IDENTITY CHECK 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.

| DOCUMENT DETAILS FROM CHECKS FOR TYPE 2, 3, AND 4 DOCUMENTS | | | | |
|---|------------|------------|------------|------------|
| | 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 Australian legal practitioner / Fellow of Institute of Legal Executives / CPA / CA / Authorised Officer / notary public / Australian consular official (*circle correct option*) and that I have seen the documents listed above, and/or the Type 1 documents listed on the Check List overleaf, and accordingly verify the identity of:

Print name in capitals:

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

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

CHECK LIST - 100 POINT IDENTITY CHECK

| TYPE OF CHECK | | TICK IF SATISFACTORY |
|---------------|---|---|
| TYPE 1 | <p>NAME of water share owner verified from one of the following:</p> <p>CLASS 1 Any one of the following International Travel Documents:</p> <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 as a passport including photograph and date of birth (e.g. this may include some diplomatic documents and some documents issued to refugees) <p>CLASS 2</p> <ul style="list-style-type: none"> - Birth Certificate or extract - Birth Card issued by the New South Wales Registry of Births, Deaths and Marriages - Citizenship Certificate <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> |
| TYPE 2 | <p>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)</p> <ul style="list-style-type: none"> • 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) • An identification card issued to a public employee • An identification card issued by the Commonwealth, a State or Territory as evidence of the person's entitlement to a financial benefit • An identification card issued to a student at a tertiary education institution • A statutory declaration from a person who can take a statutory declaration, declaring that they have known you for two years | <p>Worth 40 points</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> Photocopy Attached (If no type 1 ID provided)</p> <p><input type="checkbox"/> Enter details overleaf</p> |
| TYPE 3 | <p>NAME of water share owner verified from any other secondary identification document relating to the water share owner, including:</p> <p>Marriage certificate (for maiden name only), credit card, council rates notices, telephone account, foreign driver's licence, Medicare Card, etc.</p> <p>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.</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 overleaf</p> |
| TYPE 4 | <p>NAME of water share owner verified from any of the following:</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>Note: 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 overleaf</p> |
| | | TOTAL POINTS |