

# 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 **less** 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**.

FULL NAME	
DATE OF BIRTH	___/___/___
POSTAL ADDRESS	

Details of the verifying agent completing the identity check.

NAME	
OFFICE ADDRESS	

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

I certify that I am a (you must tick the appropriate box)

<input type="checkbox"/> Australian Consular Official	<input type="checkbox"/> Australian Legal Practitioner
<input type="checkbox"/> Qualified Accountant *	<input type="checkbox"/> Notary Public
<input type="checkbox"/> Institute of Legal Executives	<input type="checkbox"/> Water Corporation Authorised Officer
<input type="checkbox"/> Licensed Conveyancer	

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

_____	_____/_____/_____
Signature of <b>verifying agent</b>	Date
_____	_____/_____/_____
Signature of <b>water share owner</b>	Date

**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.

<input type="checkbox"/> Australian Passport	<input type="checkbox"/> Overseas Passport (must include an Australian resident visa label)	<b>Name as it appears on the document</b>	
<b>Name of issuing Country</b> (if using foreign passport)	<b>Expiry date</b>	<b>Document number</b>	

<input type="checkbox"/> Australian Drivers Licence (must be current)	<input type="checkbox"/> Australian Firearm Licence (must be current)	<b>Name as it appears on the document</b>	
<b>Name of issuing state</b>	<b>Expiry date</b>	<b>Document number</b>	

**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			
<input type="checkbox"/> Australian Passport	<input type="checkbox"/> Overseas Passport (must include an Australian resident visa label)	<b>Name as it appears on the document</b>	
<input type="checkbox"/> Australian Drivers Licence (must be current)	<input type="checkbox"/> Australian Firearm Licence (must be current)		
<b>Name of issuing country/state</b>	<b>Expiry date</b>	<b>Document number</b>	

LIST 2		LIST 3	
<input type="checkbox"/> Birth Certificate (issued in Australia)	<input type="checkbox"/> Birth Certificate (issued in Australia)	<input type="checkbox"/> Utility account (including Water, Gas, Electricity, Telephone ) MUST be less than 12 months old	<input type="checkbox"/> Rates notice (Municipal or Council)
<input type="checkbox"/> Australian Citizenship Certificate	<input type="checkbox"/> Australian Citizenship Certificate	<b>Name as it appears on the document</b>	
<input type="checkbox"/> Department of Veterans Affairs	<input type="checkbox"/> Department of Veterans Affairs		
<input type="checkbox"/> Card Centrelink Card (must be current)	<input type="checkbox"/> Card Centrelink Card (must be current)	<b>Name of issuing body</b>	<b>Document number</b>
<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)		

# 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

- A separate identity check form must be completed for each owner of the water share.
- 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 **less than 12 months old**.
- 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 less than 12 months old and must list the current legal name of the organisation.

## Who can verify the identity check

- An Australian legal practitioner is generally a lawyer, solicitor, or barrister that holds a current practicing certificate. Australian legal practitioners does not include Justice of the Peace.
- Qualified Accountant as defined under the *Corporations Act 2001* - Section 88B

## Requirements for ID documents that you may use

- You may use an expired passport if it had only expired within the last two years. However, the passport must not have been cancelled.
- Utility account statements must be less than 12 months old.
- All other identification must be current.
- 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

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

The water corporation, at their discretion, may agree to re-use this identity check for up to 3 months after submission to them.

## Privacy statement

The Department of Energy, Environment & Climate Action (DEECA), Goulburn-Murray Water, Lower Murray Water and Southern Rural Water (the water corporations) are committed to protecting personal information provided by you in accordance with the principles of the Victorian privacy laws. The information you provide will be made available to water corporation staff, agents and contractors to the extent necessary to process this application and to provide services to you or the water corporation itself. Information on water entitlements are publicly available via the Victorian Water Register. The information you provide will be also used for de-identified statistical water information. Refer to the water corporations' website for more information on their privacy policies.

## Access to information about you

You have the right to access and correct information about you that is held by the water corporations and DELWP. In most cases requests for access will be administered through the Freedom of Information Act 1982, particularly requests that in affect the privacy of another individual or relate to a commercial activity. More information on privacy is available from DELWP and your water corporation's websites. If you have any privacy concerns call the DELWP customer service centre on 136 186