

APPENDIX A**IDENTIFICATION AND VERIFICATION – INDIVIDUAL**

1. Information of customer to be collected include:
 - (a) Full name;
 - (b) Date of birth;
 - (c) Nationality;
 - (d) Identity document type and number; and
 - (e) Residential address.
2. GRDA is required to obtain the following documents for verification of the information as stated in paragraphs (1)(a) to (d) above and retain a copy of the documents for record keeping:
 - (a) Hong Kong residents:
 - Hong Kong identity card for permanent residents;
 - Birth certificate of a minor (i.e. a person who has not attained the age of 18 years) not in possession of a valid travel document or Hong Kong identitycard (the identity of the minor's parent or guardian representing or accompanying the minor should also be recorded and verified); or
 - Travel document (a copy of the "biodata" page should be retained).
 - (b) Non-residents:
 - A valid travel document;
 - A relevant national identity card (issued by government) bearing the person's photograph; A valid national driving licence (issued by government) bearing the person's photograph; or
 - Where customers do not have a travel document or a national identity card or driving licence with a photograph, GRDA may, exceptionally and applying a risk-based approach, accept other documents as evidence of identity. Wherever possible such documents should have a photograph of the individual.
3. Travel document includes a passport or some other document which contains a photograph of the holder establishing the identity and nationality, domicile or place of permanent residence of the holder.