

Baptist Financial Services Australia Ltd

ABN 56 002 861 789 – AFSL 311062
("BFS" and "Baptist Financial Services")
A National Affiliated Ministry of Australian Baptist Ministries



Ph 1300 650 542

Email clients@bfs.org.au

Web www.bfs.org.au

CLIENT IDENTIFICATION AND VERIFICATION

Associations

Section 1: KNOW YOUR CLIENT INFORMATION:

An authorised person on behalf of the Association is to complete this form in full and return it, together with any attachments and your application, to us by email to clients@bfs.org.au or by post.

Pursuant to the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth), Baptist Financial Services Australia Limited (BFS) cannot commence providing the Client with financial services until we obtain certain information about the Client from you and verify that this information is true and correct.

Note: We may be required to seek further information from you to assess your application, regarding incorrect or incomplete information or for additional verification. Information should be clear, accurate and complete.

Name of Person Completing this Form & Date: _____

1. Full Name of association and ABN (if any).	
2a. Full address of the association's principal place of administration or registered office.	
2b. If the association does not have a principal or registered office address, the registered address of the public officer, president, secretary, or treasurer (main contact address).	
3. FOR INCORPORATED ASSOCIATIONS, identifying number issued to the association upon incorporation and the State or Territory jurisdiction of incorporation or relevant Act under which the association is incorporated.	<input type="checkbox"/> Tick if Certification of Incorporation is attached
4. Full name of each member of the governing Board, Management Committee or Diaconate. These people will normally be listed as a Responsible Person if your organisation is registered with the Australian Charities and Not-for-profits Commission ('ACNC'). For each member of your governing board or committee listed please indicate any specific office or position they may hold such as Chair, Deputy Chair, Secretary, Treasurer or Senior Pastor . These positions may be appointed in accordance with your constitution or by your governing board and may be recorded in the minutes of member or the governing board meetings. Please refer to your constitution as to who is a member of your governing Board or Committee and for the key officeholder positions.	

BENEFICIAL OWNER INFORMATION:

A **beneficial owner** is an individual who ultimately owns or controls (directly or indirectly) the client. Ownership for the purposes of determining a beneficial owner means **25 per cent or more** of the voting control. As Associations have no owner it is necessary to identify the key Office Holder/s that is/are Senior Managing Officials who make/s, or participates in making, decisions that affect the whole, or a substantial part, of the business of the client or who has the capacity to affect significantly the financial standing of the client.

For example, these key officeholders may be the **Chairperson, Pastor, Treasurer, Secretary**, or other Official that can exercise day to day authority in relation to financial matters of the organisation, whether or not they are a signatory to the account. Key Officeholders are usually each recorded as a 'Responsible Person' with the ACNC and published on the ACNC website. These should be based on the leadership positions of the Association as detailed in the Constitution. Refer www.acnc.gov.au/charity

The definition of 'control' includes whether the control is exerted by means of constitutions, trusts, agreements, arrangements, understandings, or practices and whether or not the individual has control based on legal or equitable rights. It includes where an individual can exercise control through making decisions about financial and operating policies.

5. Full name of each key or managing official or officeholder such as Chair, Deputy Chair, Senior Pastor, Secretary or Treasurer as stipulated in your constitution or appointed by your governing board.

For each officeholder named, please indicate their position.

As above at item 4, if these positions are all clearly detailed there or otherwise please list below:

6. Complete the 'Client Identification and Verification – Individual or Sole Trader' form for each office holder as requested in 5 above if they have not already completed an authorised signatory section on the application form.

Where the number of members of the governing board are 4 or less, the Client Identification and Verification form should be completed and provided for all members of the governing board regardless of whether or not they are a key officeholder.

Tick if completed and attached for each person in sections 5 and for all members of your governing board if it has 4 or less members of the board. These are not required where these persons are also authorised signatories.

(For authorised signatories this information and their consent should be provided in the application or Change of Signatories form)

Office use only:

The above listed Beneficial Owner(s) are confirmed or updated according to the following:-:

- Association's Constitution or _____
- Association's minutes or _____
- The ACNC or _____
- Other _____

Section 2: VERIFY YOUR CLIENT INFORMATION

Please provide the required documentation listed below that is applicable to your association and tick the appropriate box.

To open an account the Association must have a written Constitution or Rules.

Identity Documents	
Constitution or Rules of the Association: If your Association has not lodged its constitution or rules with the ACNC, please attach a <i>certified</i> copy of the current Constitution or Rules of the Association.	<input type="checkbox"/>
If your Association is registered with ACNC please ensure your details, including your Constitution & Responsible Persons with correct position designations, are up-to-date.	<input type="checkbox"/>
Minutes: Please also remember to attach a signed copy of the relevant Minutes for your organisation to authorise the opening of an account with BFS, if you are a new BFS client or whenever you are changing the authorised signatories for your organisation. Minutes are not required if you are simply opening an additional account with the same signatories. Please refer to the Minutes Factsheet for further guidance at www.bfs.org.au/resources/ .	<input type="checkbox"/>

Section 3: CERTIFIED DOCUMENTS

This Section lists the persons approved to certify your documents. If you are unable to have your documents certified by one of the above persons, please contact BFS to discuss alternative arrangements.

Please tick the appropriate box of the person who certified your documents in accordance with Section.

Person Authorised to Certify Documents	
A justice of the peace	<input type="checkbox"/>
A person who is enrolled in the Supreme Court of a State or Territory or the High Court of Australia as a legal practitioner, however described	<input type="checkbox"/>
A police officer	<input type="checkbox"/>
A register or deputy register of a court	<input type="checkbox"/>
A chief executive officer of a Commonwealth Court	<input type="checkbox"/>
A notary public (for the purposes of Statutory Declarations Regulations 1993)	<input type="checkbox"/>
A magistrate or a judge of a court	<input type="checkbox"/>
A commissioner for declarations	<input type="checkbox"/>
An Australia Post Officer, permanent employee with at least 2 years continuous service	<input type="checkbox"/>
An Agent of Australia Post in charge of a post office	<input type="checkbox"/>
An Accountant (member of a recognised accounting body with at least 2 years continuous membership)	<input type="checkbox"/>
An Australian consular/diplomatic officer	<input type="checkbox"/>
An Officer of a financial institution with at least 2 years continuous service	<input type="checkbox"/>
An Officer of a finance company with at least 2 years continuous service	<input type="checkbox"/>
An Officer/authorised representative of a holder on an Australian Financial Services Licence with at least 2 years continuous service	<input type="checkbox"/>