

# Baptist Financial Services Australia Ltd

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



Ph 1300 650 542

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## CLIENT IDENTIFICATION AND VERIFICATION

### Company

#### Section 1: KNOW YOUR CLIENT INFORMATION:

An authorised person on behalf of the Company is to complete this form in full and return it with any attachments and your application, to us by email to [clients@bfs.org.au](mailto: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: \_\_\_\_\_

Tick the appropriate box:	<input type="checkbox"/> Proprietary Company	<input type="checkbox"/> Public Company
1. Full name of each director and secretary Please indicate where relevant, their position (Chair, Deputy Chair, Secretary, Treasurer, Managing Director, Principal, Senior Pastor etc.).  All directors and secretaries should be listed.  Please check that your ASIC or ACNC details are up to date and correspond to this list.		
2. Full name of the company (including ACN or ABN)		
3. Full address of company's registered office in Australia		
4. Full address of principal place of business in Australia Write "as above" if it is the same as in 3.		
5. Country of formation, incorporation, or registration		

**Section 1: KNOW YOUR CLIENT INFORMATION (cont.):**

6. Name of body with which company is registered (e.g. ASIC, ACNC)	
7. If registered, formed or incorporated outside of Australia, identification number issued by foreign registration body	
8. If registered, formed or incorporated outside of Australia, address of registered office and principal place of business in country of registration, formation, or incorporation	

**BENEFICIAL OWNER INFORMATION:**

A **beneficial owner** is an individual who ultimately owns or controls (directly or indirectly) the client. This includes any individual who can **exercise 25 per cent or more of the voting rights**, including the power to veto. The power to exercise voting rights may be direct or indirect (that is, through interposed entities), including where the individual is entrusted with, or has significant influence over, the exercise of the voting rights.

However, if such an individual cannot be identified, then a beneficial owner is any individual who holds the position of "**Senior managing official**", which means an individual who makes, 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. This would ordinarily be the **Chief Executive Officer** (or equivalent position) of the company.

<p>9. If the company has shareholders, please provide the full name of all shareholders who can exercise 25% or more of the voting rights.</p> <p>If there are no shareholders with 25% or more of the voting rights, such as for a company limited by guarantee, please write "Not applicable".</p>	
<p>10. <b>If you answered 9 above, "Not applicable"</b> and there is no shareholder with 25% or more of the voting rights, please provide the full name of the CEO or equivalent officer (such as Managing Director, Principal or Senior Pastor).</p> <p>This must be provided whether or not that person is a director, secretary or shareholder.</p>	
<p>11. Complete the 'Client Identification and Verification – Individual or Sole Trader' form for each office holder or shareholder detailed in 9 &amp; 10 above, and for all directors where there are 4 or less directors in total.</p> <p>These forms only need to be provided separately for those individuals listed that are not a signatory and have not signed the application form to consent to electronic verification.</p>	<p><input type="checkbox"/> Tick if completed and attached for each person in sections 9 &amp; 10 and where 4 directors or less, for all directors, who are not also authorised signatories.</p> <p>(For authorised signatories this information should be provided in the Application or Change of Signatories form)</p> <p>Where a shareholder who can exercise 25% or more of the voting rights is not an individual, such as another company or trust, then please complete the CIV form for that entity type.</p>

**Office use only:**

The above directors and officers are confirmed by the:

- Company's Constitution or \_\_\_\_\_
- Company Extract or \_\_\_\_\_
- The ACNC or \_\_\_\_\_
- Other such as shareholder or director minutes \_\_\_\_\_

## Section 2: VERIFY YOUR CLIENT INFORMATION

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

Identity Document	
A certified copy of the Constitution, unless registered with the Australian Charities and Not-for-profits Commission ("ACNC").	<input type="checkbox"/>
Full extract of Company Information from Australian Securities and Investments Commission ("ASIC") or Annual Statement including amendments from ASIC. If your company is registered with the ACNC, please ensure your details, including Responsible Persons with position designations, are current. If your company is a statutory corporation such as formed under an Act of Parliament, please supply a copy, or provide a reference or web link.	<input type="checkbox"/>
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 <a href="#">Minutes Factsheet</a> for further guidance at <a href="http://www.bfs.org.au/resources/">www.bfs.org.au/resources/</a> .	<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 as 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"/>