

# 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

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## CLIENT IDENTIFICATION AND VERIFICATION

### Partnerships

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

An authorised person on behalf of the Partnership is to complete this form in full and return it, together with any attachments and the 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: \_\_\_\_\_

1. Full Name of partnership	
2. Full Business Name (if any) of partnership and ABN (if any)	
3. Country in which partnership was established	
4. Full name of each individual partner of the partnership, unless the partnership is registered with a professional association.  Please indicate where relevant, if any Partner holds a particular position, office or role.  If the partnership is registered with a professional association, please specify the professional association, and provide registration details.	

#### 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 **owning 25 per cent or more of 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 customer. This may be the **Managing Partner** of the partnership.

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

<p>5. Please provide the full name of each partner who can exercise 25% or more of the voting rights.</p> <p>If there is no partner who can exercise 25% or more of the voting rights, please write "not applicable"</p>	<p><input type="checkbox"/> As indicated above or otherwise please list below.</p>
<p>6. <b>If you answered 9 above, "Not applicable"</b> and there is no partner with 25% or more of the voting rights, please provide the full name of the Managing Partner or most senior managing official (such as General Manager, CEO or Principal).</p> <p>These details must be provided whether or not that person is a partner</p>	

**Office use only:**  The Beneficial Owner(s) are confirmed by the Partnership Agreement or \_\_\_\_\_

**Section 2: VERIFY KNOW YOUR CLIENT INFORMATION**

Please provide and tick the appropriate box

Identity Document		
<p>1. A certified copy of the Partnership Agreement and any subsequent Amendment Deeds or changes to the Agreement. Refer to Section 3 for a list of persons who may certify this document.</p>		<p><input type="checkbox"/></p>
<p>2. Complete the 'Client Identification and Verification – individual or sole trader' form for each individual partner or person detailed in 4,5 and 6 above.</p>	<p><input type="checkbox"/> Tick if completed and attached for each person in sections 4,5 &amp; 6 who are not authorised signatories.</p> <p>(For authorised signatories this information and consents should be provided in the application or Change of Signatories form)</p>	
<p>3. Complete the 'Client Identification and Verification – company' form for each corporate partner.</p>	<p><input type="checkbox"/> Tick if completed and attached for each Corporate Partner</p>	
<p>4. Complete the 'Client Identification and Verification – trust' form for each trustee partner.</p>	<p><input type="checkbox"/> Tick if completed and attached for each Trustee Partner</p>	
<p><b>Minutes:</b> 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>.</p>		<p><input type="checkbox"/></p>

### 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 2.

Person Authorised to Certify Documents	
A justice of the peace	<input type="checkbox"/>
A person who is enrolled with 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"/>