

Information Sheet

What is AML?

Anti-money laundering (AML) refers to laws, regulations, and procedures aimed at uncovering efforts to disguise illicit funds as legitimate income.

These laws require organisations, such as **Baptist Financial Services**, to conduct **Customer Due Diligence (CDD)/ Know Your Customer checks (KYC)** on its clients and related parties. This verification process is an important part of helping **Baptist Financial Services** to comply with its AML obligations.

Baptist Financial Services uses First AML – an automated verification and workflow management tool – to comply with these laws, with the goal of making the process as quick and easy as possible for its clients (you).

Obligations

To comply, **Baptist Financial Services** must conduct **CDD/KYC**. This involves understanding the ownership structures of its clients, whether such clients are individuals, companies, trusts, or otherwise. No matter the type, **Baptist Financial Services** must conduct identity verification on every associated individual. This is where you come in.

What will you be asked to provide?

We will email or text you a link to an electronic verification form which you will need to complete online.

Identity & entity information

You will be asked to provide information to confirm your:

- name
- date of birth
- address

In the case of companies and trusts, the directors, shareholders, trustees, and any non-discretionary beneficiaries may also need to provide information.

Where a trust is involved in the transaction, the trust deed will need to be provided.

Additional documentation may be required based on legislation requirements. For example, evidence of source of funds/source of wealth.

How will your information be used?

Your information will be used for the sole purpose of **Baptist Financial Services** complying with its AML obligations.

