

# 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

Email [clients@bfs.org.au](mailto:clients@bfs.org.au)

Web [www.bfs.org.au](http://www.bfs.org.au)



## CLIENT IDENTIFICATION AND VERIFICATION

### Company

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

Please complete the form in full and sign before sending it to us by post or via [clients@bfs.org.au](mailto:clients@bfs.org.au).

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.

Please complete this form and return the completed form and any attachments with your application.

**Note: We may require further information from you to assess your application.**

<b>Tick the appropriate box:</b>	<input type="checkbox"/> Proprietary Company <input type="checkbox"/> Public Company
1. Full name of each director and secretary	
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	
5. Country of formation, incorporation or registration	
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	
9. Full name of each beneficial owner* of the company. For each name detailed please indicate their position. <b>PLEASE REFER TO THE EXPLANATION ON PAGE 2 AS TO WHO IS A BENEFICIAL OWNER.</b> For a Not-For Profit company limited by guarantee – Full Name of CEO or equivalent officer.	

10. Complete the 'Client identification and verification procedures – Individual or Sole Trader' form for each office holder detailed in 1 & 9 above if not a signatory on the application form.

Tick if completed and attached for each person in sections 1 & 9 who are not authorised signatories.  
(For authorised signatories this information should be provided in the application or Change of Signatories form)

### Beneficial Owner \*

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.

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** of the company.

## Section 2: VERIFY KNOW YOUR CLIENT INFORMATION

Please provide 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 up-to-date.	<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"/>

(Over)

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"/>