

# 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

### Partnerships

#### 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.**

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	
5. Full name of each beneficial owner* of the partnership. For each officeholder's name detailed please indicate their position.  <b>PLEASE REFER TO THE EXPLANATION ON PAGE 2 AS TO WHO IS A BENEFICIAL OWNER.</b>	
6. Complete the 'client identification and verification procedures – individual or sole trader' form for each individual partner and each beneficial owner* detailed in 4 and 5 above	<input type="checkbox"/> Tick if completed and attached for each person in sections 4 & 5 who are not authorised signatories. (For authorised signatories this information should be provided in the application or Change of Signatories form)
7. Complete the 'client identification and verification procedures – company' form for each corporate partner	<input type="checkbox"/> Tick if completed and attached for each Company Partner
8. Complete the 'client identification and verification procedures – trust' form for each trustee partner	<input type="checkbox"/> Tick if completed and attached for each Trustee Partner

### Beneficial Owner\*

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.

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 2: VERIFY KNOW YOUR CLIENT INFORMATION

Please provide and tick the appropriate box

Identity Document	
A certified copy of the Partnership Agreement. Refer to Section 3 for a list of persons who may certify this document.	<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 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"/>