

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

Web www.bfs.org.au



CLIENT IDENTIFICATION AND VERIFICATION

Trust

Section 1: KNOW YOUR CLIENT INFORMATION:

Please complete the form in full and return it together with any attachments to your application and/or before sending it to us by post or via 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.

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

1. Full name of trust	
2. Full Name of Trustee in respect of trust	
3. Type of trust	
4. Full name of each beneficiary of trust or the details of the class of beneficiary	
5. Country in which trust was established	
6. Full name of Appointor of trust	
7. Full name of each individual trustee of the trust	
8. Full name of each beneficial owner* of the trust. For each name detailed please indicate their position. PLEASE REFER TO THE EXPLANATION ON PAGE 2 AS TO WHO IS A BENEFICIAL OWNER.	
9. Complete the 'Client identification and verification procedures – Individual or Sole trader' form for each individual appointor, trustee and beneficial owner* detailed in 6, 7 and 8 above	<input type="checkbox"/> Tick if completed and attached for each person in sections 6, 7 & 8 who are not authorised signatories. (For authorised signatories this information should be provided in the application or Change of Signatories form)
10. Complete the 'Client identification and verification procedures – Company' form for each corporate trustee	<input type="checkbox"/> Tick if completed and attached for each Company Trustee.
11. Complete the 'Client Identification and Verification Procedures – Trust' form for each trustee partner	

Beneficial Owner*

A beneficial owner is an individual who ultimately owns or controls (directly or indirectly) the client. In respect of a trust this is any individual who holds the power to appoint or remove the trustees of the trust. This role is usually described as the appointor, but may also be called the 'custodian' or 'principal', and should be noted in the trust deed.

Section 2: VERIFY KNOW YOUR CLIENT INFORMATION

Please provide and tick the appropriate box

Identity Document	
A certified copy of the Constitution or Rules of the Association, 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 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"/>