

# CLIENT IDENTIFICATION AND VERIFICATION

## ASSOCIATIONS

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.**

SECTION 1: KNOW YOUR CLIENT INFORMATION:	
<b>1. Full Name of association and ABN (if any)</b>	
<b>2. Full address of association's principal place of administration or registered office</b>	
<b>3. If association does not have a principal or registered office address, registered address of public officer, president, secretary or treasurer</b>	
<b>4. FOR INCORPORATED ASSOCIATIONS, identifying number issued to association upon incorporation</b>	
<b>5. Full name of chairman/president, secretary and treasurer or equivalent positions of the association (Please refer to your constitution as to the relevant equivalent officeholders set out in the constitution)</b>	
<b>6. Full name of each beneficial owner* of the association. PLEASE REFER TO THE EXPLANATION BELOW AS TO WHO IS A BENEFICIAL OWNER.</b>	
<b>7. Complete the 'Client identification and verification procedures – Individual or Sole Trader' form for each office holder detailed in 5 &amp; 6 above if not already completed on the application form as an authorised signatory.</b>	<input type="checkbox"/> Tick if completed and attached for each person in sections 5 & 6 who are not authorised signatories. (For authorised signatories this information should be provided in the application or change of signatories form)

\* 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. As Associations have no owner it is necessary to identify the key Office Holder/s that is/are Senior managing Officials who make/s, 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 for example may be the Treasurer, Secretary, Chairperson or other Official that can exercise day to day authority in relation to financial matters of the organisation whether or not they are a signatory to the account. The definition of 'control' includes whether the control is exerted by means of trusts, agreements, arrangements, understandings or practices and whether or not the individual has control based on legal or equitable rights. It includes where an individual can exercise control through making decisions about financial and operating policies.

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### SECTION 2: VERIFY KNOW YOUR CLIENT INFORMATION

PLEASE PROVIDE:

IDENTITY DOCUMENT	TICK APPLICABLE BOX
If your Association has not lodged its constitution or rules with the ACNC please provide a certified copy of the Constitution or Rules of the Association. (To open an account the Association must have a written constitution or rules)	<input type="checkbox"/>
<b>For new clients or change of signatories</b> A copy of the Minutes of the Association, authorising the Association to open the account with BFS and confirming the authorised signatories to the account. (This may be an extract of the minute with the date of the resolution reproduced on letterhead of the Association signed by the Chairperson, Secretary or Public Officer of the Association. In the case where only a change of signatories is involved the minute only needs to confirm the change of signatories)	<input type="checkbox"/>

### SECTION 3: CERTIFIED DOCUMENTS

THIS SECTION LISTS THE PERSONS APPROVED TO CERTIFY YOUR DOCUMENTS. PLEASE TICK THE APPROPRIATE BOX OF THE PERSON WHO CERTIFIED YOUR DOCUMENTS IN ACCORDANCE WITH SECTION 2.

PERSON AUTHORISED TO CERTIFY DOCUMENTS	TICK APPLICABLE BOX
A justice of the peace	<input type="checkbox"/>
A person who is enrolled on the roll of 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"/>

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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"/>

If you are unable to have your documents certified by one of the above persons, please contact BFS to discuss alternative arrangements.