

# 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

### *Individual or Sole Trader*

#### 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).

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.**

Full Name (including middle names)	
Date of Birth	
Residential Address	
Previous Residential Address (required if at the above address for less than 2 years)	
Driver Licence Number	
If a sole trader:	
Business address	
Full Business Name	
ABN	

Contact Details [Please include at least two contact details (e.g. e-mail and phone number) and area code(s)]

Home Phone	( )	Work Phone	( )	Mobile	
Email					

♦ I wish to opt-out of receiving marketing information about other products or services BFS offers Yes  No

#### Section 2: Authorised Signatory/s and Representation

Pursuant to the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth), Baptist Financial Services Australia Limited 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. BFS uses a Credit Reporting Agency (CRA) assessment to meet these regulatory obligations and each applicant's consent is required to undertake a CRA assessment.

I confirm that:

- All the information I have provided in this form is true, correct and complete;
- I consent to the collection, use and disclosure of personal information for the purposes shown in the Privacy Statement detailed in this form;
- I consent to BFS and its representatives to act as my agent in seeking access to my credit information held by credit reporting bodies and credit providers. This authority applies to inquiries made by BFS in connection with the provision of services to me by BFS in order to verify my personal information (including name, residential address and date of birth) for AML/CTF purposes; and

- I am authorised to provide the personal details presented and I consent to my information being checked by a CRA, with the document issuer or official record holder for the purposes of confirming my identity. Please note you **must** tick the adjacent box for your information to be checked by a CRA.

Yes

<b>SIGN HERE</b>
Name: _____
Date: _____

### Section 3: Further Important Information

#### Verification of Identity

*The Anti-Money Laundering and Counter-Terrorism Financing Act 2006 requires Baptist Financial Services (BFS) to confirm and verify the identity of the entity and authorised signatories before:*

- an account can be opened in the name of the business entity;
- the business entity is eligible to lodge funds into an account; or
- a signatory can become an authorised signatory to the business account.

To enable us to confirm and verify the identity of the authorised signatories and beneficial owners, BFS may disclose personal information such as their name, date of birth, and address to a credit reporting agency (CRA) to obtain an assessment of whether that personal information matches information held by the CRA. The CRA may check the information with the document issuer or official record holder. The CRA may give BFS a report on that assessment and to do so may use personal information about the signatory and other individuals in their files. If BFS is unable to verify any signatory's identity using information held by a CRA, BFS will provide them with a notice to this effect. They may take the opportunity to contact the CRA to update the information held by them. They must also arrange verification of their identity using an alternative method acceptable to BFS.

#### Privacy Statement

BFS are committed to ensuring the confidentiality and security of your personal information. BFS' Privacy Policy, which provides further information about how we handle your information, is available upon request or by accessing our website [www.bfs.org.au](http://www.bfs.org.au).

BFS's contact details for privacy purposes are as follows:

BFS's Privacy Officer

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

PO Box 122, Epping NSW 1710 and 1300 650 542

We generally collect personal information directly from you. For example, personal information will be collected through our application processes, forms and other interactions with you in the course of providing you with our products and services, including when you visit our website, call us or send us correspondence. We may also obtain credit information about you from identity verifiers, credit providers and credit reporting bodies on your behalf if necessary, for us to provide our services to you.

BFS collects and holds personal information for the purposes set out in the Privacy Policy.

If you do not provide us with the personal information we request, we may not be able to provide you with products or services or meet your needs appropriately.

We may use and disclose the personal information we collect about you for the following purposes:

- to assist BFS in providing you our products and services;
- completion of documentation and application forms;
- to consider and assess your request for a product or service;
- let you know about other products or services we offer, send you information about special offers or invite you to events;
- to protect our business and other clients from fraudulent or unlawful activity;
- to conduct our business and perform other management and administration tasks;
- to consider any concerns or complaints you may have;
- to manage any legal actions involving BFS;
- to comply with relevant laws, regulations and other legal obligations; and
- to help us improve the products and services offered to our clients, and to enhance our overall business.

The types of organisations to whom we may need to disclose your personal information to include:

- a related entity of BFS;
- an agent, contractor or service provider we engage to carry out our functions and activities, such as our lawyers, accountants, or other advisors;
- organisations involved in a transfer or sale of all or part of our assets or business;
- organisations involved in managing our payments, payment merchants and other financial institutions such as banks;
- regulatory bodies, government agencies, law enforcement bodies and courts;
- your guarantor, referee(s), employer or co-account holder;
- financial product issuers;
- other credit providers and credit reporting bodies;
- a debt collector; and
- anyone else to whom you authorise us to disclose it.

We may disclose personal information to recipients that are located outside Australia in some circumstances. Any disclosure of personal information to overseas recipients will be in accordance with our Privacy Policy.

Our Privacy Policy contains information about how:

- you may access information, including credit information, held about you;
- you may seek the correction of information, including credit information, about you;
- you may complain about a breach of the Privacy Act 1988, including the Australian Privacy Principles and the Credit Reporting Code; and
- we will deal with a privacy complaint.

We may use personal information we collect from you to send marketing material from time to time, unless you elect not to receive the material. We will not provide your personal information to any third-party other than in accordance with our Privacy Policy.

We may also disclose your personal information to a CRA for the purpose set out above in 'Verification of Identity using information at a credit reporting agency (CRA)'.

Information about credit reporting, including the contact details of the CRAs we deal with, how we or a CRA may use your information, how to access our policies and your rights in relation to your credit information, is available at [www.bfs.org.au](http://www.bfs.org.au). You can request to have this information provided in hard copy by contacting our Privacy Officer.