



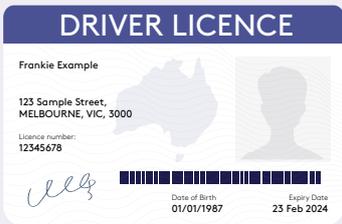
Your guide to completing your Association's profile.

This guide aims to help your Association verify and update their details as we have missing or incomplete information in our system. By providing this information, you will better protect the Association's account(s) and help reduce the risk of identity theft.

Step 1.

Complete the form listed below and obtain certified copies of identification.

The form is available at bankofmelbourne.com.au/bizsecure then go to the Associations tab under section 'What you need to do'.

Tick	Documents required	Who needs to complete and sign them?
<input type="checkbox"/>	Customer verification form –Associations	Chairperson, President or equivalent. (Form definitions are summarised on page 3.)
<input type="checkbox"/>	Certified ID documents	<p>Chairperson, President or equivalent plus all Beneficial Owners (refer to page 3 for definitions of Beneficial Owners) as nominated on the Customer verification form and the Individual who signed the form (if not a Beneficial Owner).</p> <p>For Certification instructions, go to the Bank of Melbourne website and search BizSecure then go to FAQ section – 'How do I certify my identity?' Refer below for an example of certified ID documents (please ensure the images are clear and easy to read):</p> <ul style="list-style-type: none"> • ONE Primary Photographic Identification Document, for example: <div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">  <p>Frankie Example 123 Sample Street, MELBOURNE, VIC, 3000 Licence number: 12345678 Date of Birth: 01/01/1987 Expiry Date: 23 Feb 2024</p> </div> <div style="width: 35%;"> <p>I, <i>Sam Sample</i>, as a Medical Practitioner, certify that this <i>Driver Licence</i>, is a true copy of the original.</p> <p><i>Sam</i> 1 February 2023</p> </div> </div> <p>Driver Licence certified and signed by Medical Practitioner.</p> </div> <p>OR</p>

Tick	Documents required	Who needs to complete and sign them?																								
		<p>● ONE Primary Non-Photographic Identification Document and ONE Secondary Identification Document, for example:</p> <div data-bbox="608 241 1458 869" style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p style="text-align: center;">BIRTH CERTIFICATE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">1 CHILD</td> <td>Family name Given name(s) Date of birth Place of birth</td> <td>EXAMPLE Charlie 1 January 1987 Sample Hospital, Melbourne</td> </tr> <tr> <td>2 MOTHER</td> <td>Family name Maiden family name Given name(s) Occupation Age Place of birth</td> <td>EXAMPLE BROWN Lisha Doctor 35 years Sydney, NSW</td> </tr> <tr> <td>3 FATHER</td> <td>Family name Given name(s) Occupation Age Place of birth</td> <td>EXAMPLE Steve Electrician 37 years Melbourne, VIC</td> </tr> <tr> <td>4 MARRIAGE OF PARENTS</td> <td>Date of marriage Place of marriage</td> <td>23 August 1985 Melbourne, VIC</td> </tr> <tr> <td>5 PREVIOUS CHILDREN OF RELATIONSHIP</td> <td></td> <td>Not any</td> </tr> <tr> <td>6 INFORMANTS</td> <td>Name Address</td> <td>S. EXAMPLE 1 Smith Street, Melbourne, VIC, 3000 Father</td> </tr> <tr> <td>7 REGISTERING AUTHORITY</td> <td>Name Date</td> <td>Peter Owen, Registrar 1 January, 1987</td> </tr> <tr> <td>8 ENDORSEMENT(S)</td> <td></td> <td>Not any</td> </tr> </table> <p style="font-size: small;">Before accepting copies, sight unaltered original. The original has a coloured background.</p> <p style="font-size: x-small;">REGISTRY OF BIRTHS, DEATHS AND MARRIAGES</p> <p style="font-size: x-small;">I hereby certify that this is a true copy of particulars recorded in the Commonwealth of Australia</p> <p style="text-align: right;">Registrar</p> </div> <div style="width: 35%; text-align: center;">  <p>I, Sam Sample, as a Medical Practitioner, certify that this Australian Birth Certificate and Medicare card, is a true copy of the original.</p> <p><i>Sam</i></p> <p>1 February 2023</p> </div> </div> <p style="text-align: center;">Birth Certificate and Medicare card certified and signed by Medical Practitioner.</p> </div>	1 CHILD	Family name Given name(s) Date of birth Place of birth	EXAMPLE Charlie 1 January 1987 Sample Hospital, Melbourne	2 MOTHER	Family name Maiden family name Given name(s) Occupation Age Place of birth	EXAMPLE BROWN Lisha Doctor 35 years Sydney, NSW	3 FATHER	Family name Given name(s) Occupation Age Place of birth	EXAMPLE Steve Electrician 37 years Melbourne, VIC	4 MARRIAGE OF PARENTS	Date of marriage Place of marriage	23 August 1985 Melbourne, VIC	5 PREVIOUS CHILDREN OF RELATIONSHIP		Not any	6 INFORMANTS	Name Address	S. EXAMPLE 1 Smith Street, Melbourne, VIC, 3000 Father	7 REGISTERING AUTHORITY	Name Date	Peter Owen, Registrar 1 January, 1987	8 ENDORSEMENT(S)		Not any
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8 ENDORSEMENT(S)		Not any																								
<input type="checkbox"/>	<p>Please provide a certified copy of at least one of the following verification documents:</p> <ul style="list-style-type: none"> • Latest copy of the minutes of a meeting of the association signed by the Chairman, President or Equivalent who must be fully identified • Certificate of registration or equivalent document from the relevant government body • Constitution or rules of the Association. 	<p>The certified verification document needs to include the name of the Association. Refer below for an example of certified verification document:</p> <div data-bbox="608 976 1390 1346" style="border: 1px solid black; padding: 10px;"> <p>Minutes of Annual General Meeting The Smith Enviro Foundation</p> <p>Meeting held: 20 November 2022</p> <p>Attendees: Chairperson – Frankie Charlie Secretary – Sam Jones Treasurer – Bhavya Kumar Members – Paul Smith, Chidi Abara, Christine Jones Approval of minutes from last meeting – Sam Jones</p> <p>Discussion: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p> <p>Minutes submitted by Sam Jones Minutes approved by Frankie Charlie, President</p> <p><i>John Sample</i></p> </div> <div data-bbox="967 992 1370 1189" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>I, John Sample, as Justice of the Peace, certify that these Minutes of the Annual General Meeting, are a true copy of the original.</p> <p><i>John Sample</i></p> <p>1 February 2023</p> </div> <p style="text-align: center;">Minutes of Annual General Meeting certified and signed by Justice of the Peace or any authorised certifier.</p>																								

Step 2.

Send your completed and certified documents as listed above in the post via a Reply Paid envelope, addressed to:

Bank of Melbourne Business Identification Team
Reply Paid 91348
SYDNEY NSW 2001

No stamp is required.

If you are located outside Australia, please pay for postage and send to:

Business Identification Team
GPO Box 1806
SYDNEY NSW 2001
AUSTRALIA

If you have any queries, please call our dedicated Business Identification team on **1800 100 238** (or **+61 3 8536 7870** if calling internationally), 9am – 5pm AEDT, Monday to Friday.

Form definitions.

Bank of Melbourne Customer Access Number.

Your Customer Access Number, which can be found on your statement in Bank of Melbourne Internet Banking.

Association types.

- Incorporated Association – separate legal entity that is incorporated under state/territory legislation.
- Unincorporated Association – is a combination of people acting with some common interest or purpose (generally under guidance of a managing committee or council).

Beneficial Owner.

A Beneficial Owner/Controlling Person refers to the individual(s) that directly or indirectly owns a legal interest in the entity of 25% or more, and/or exercises actual effective control over the entity, whether from an economic or other perspective such as through voting rights.

Beneficial owners for an Association can be:

- Chairperson, President or equivalent
- Other individuals – any individual who has the capacity to make financial and operating decisions on behalf of the Association, aside from the Chairperson, President or equivalent i.e. Secretary, Treasurer or equivalent officer.

Nature of business activities (ANZSIC).

Australia and New Zealand Standard Industry Code (ANZSIC). Please provide us with the industry of your Business e.g: Real Estate Agent, Milk and Cream Manufacturer and we can find this information for you.

Address.

Please use a street/physical address, not a PO Box.

Purpose of Business Relationship.

This refers to your reasons for engaging with us to obtain products and services. Customers may have multiple reasons. Please choose all applicable options.

Source of Funds.

This refers to the origin of the funds that are the subject of the business relationship between you and us. Many customers have multiple sources of funds. Please choose all applicable options.

Source of Wealth.

This refers to the origin of your total net assets/total net worth. Many customers will have multiple sources of wealth. Please choose all applicable options.

If you have any queries, please call our dedicated Business Identification team on **1800 100 238** from anywhere in Australia (or **+61 3 8536 7870** if calling internationally) 9am – 5pm AEDT, Monday to Friday.

Accessibility support.

At any time, you can inform us how you would prefer to be contacted. If you are deaf and/or find it hard hearing or speaking with people who use a phone, you can reach us through the National Relay Service (NRS). To use the NRS, you can register by scanning the QR Code or visiting accesshub.gov.au/about-the-nrs



Visit bankofmelbourne.com.au/accessibility for further information on our accessible products and services for people with disability.

"QR Code" is a registered trademark of Denso Wave Incorporated.

Bank of Melbourne acknowledges the traditional owners as the custodians of this land, recognising their connection to land, waters and community. We pay our respect to Australia's First Peoples, and to their Elders, past, present and future.