

Bank of  
Melbourne

# Customer verification form – Domestic Proprietary Company.

All fields are mandatory, unless specified otherwise.

## 1. Document checklist

Prior to completing this form, please review this section and ensure you have all required documents ready and obtained the necessary certifications (listed below).

### Documents required

- ☐ Completed Customer Verification form –  
Domestic Proprietary Company (this form).

#### Who needs to complete

- The Director/Secretary of the Company

### Certified ID Documents

- ☐ ONE Primary Photographic Identification Document

**OR**

- ☐ ONE Primary Non-Photographic Identification  
Document

**AND**

- ☐ ONE Secondary Identification Document

#### Who needs to provide Certified ID Documents:

- Director or Secretary
- Each Beneficial Owner as nominated on this form
- The Individual (if not a Beneficial Owner) who signs this form

#### Acceptable documents

- Valid Australian driver's licence
- Medicare card
- Australian passport
- Australian birth certificate
- Foreign passport issued by a foreign government

## 2. Steps required

**Step 1:** Ensure all relevant sections of the form are completed and the customer declaration is signed

**Step 2:** Attach all certified copies of supporting documents

**Step 3:** Return this completed form and certified copies of supporting documents as per Page 1 by email, post, or at a branch.

Email – [businessIDBOM@bankofmelbourne.com.au](mailto:businessIDBOM@bankofmelbourne.com.au)

OR

**Post** – If you are located in Australia, please send via Reply Paid to:

**Business Identification Team**

**Reply Paid 91348**

**SYDNEY NSW 2001**

*No stamp is required*

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

**Business Identification Team**

**GPO Box 1806**

**SYDNEY NSW 2001**

**Australia**

OR

**Branch** – If visiting a branch, don't forget to bring at least 2 forms of identification as per Certified ID documents section on Page 1. For certification instructions, go to the Bank of Melbourne website and search BizSecure then go to the FAQ section – "How do I certify my identity?"

Find your nearest branch by visiting the Bank of Melbourne website and search "Branch Location"

If you have any queries, please call our dedicated Business Identification Team on 1800 100 238 from anywhere in Australia (or +61 2 9155 7528 if calling internationally), 9am – 5pm AEST, Monday to Friday.

## 3. Domestic Proprietary Company

Full name of the company as registered with ASIC

Other name(s) including Registered Business Names and/ or Trading names under which the company carries on their business (if any) as registered under the ABN

ACN

### 3. Domestic Proprietary Company (continued)

Is the company majority owned by an Australian publicly listed company?

☐ Yes ➤ Provide name of the domestic stock exchange on which the majority owner is listed.

☐ No ➤ **Go to next question**

Is the company majority owned by a foreign listed company?

☐ Yes ➤ Provide name and jurisdiction of the foreign stock exchange on which the majority owner is listed.

☐ No ➤ **Go to next question**

#### Nature of business activities – Australia and New Zealand Standard Industry Code (ANZSIC)

Please provide us with details of the industry in which your business operates – for example, real estate, dairy manufacturer.

Is full address of the company's registered office (not a PO Box) as per ASIC?

☐ If yes ➤ **Go to next question**

☐ No Street

Suburb

State

Postcode

Is full address of the company's principal place of business (not a PO Box) as per ASIC?

☐ If yes ➤ **Go to next question**

☐ No Street

Suburb

State

Postcode

Company's contact email address


3. Domestic Proprietary Company (continued)

Are the full name(s) (including middle name(s) where applicable) of ALL company directors as per ASIC? ☐ Yes ☐ No  
(If there is not enough space, provide details on a separate sheet)

4. Regulatory Details

Does your company licensed and subject to regulatory oversight by a statutory Commonwealth, State or Territory regulator (e.g. ASIC, APRA, ATO)?

**Note:** A company is licensed by ASIC if it deals or advises in investments, superannuation, insurance, deposit-taking and credit products.


- ☐ Yes  **Name of the regulator**
- ☐ Australian Securities & Investments Commission (ASIC)
- ☐ Australian Prudential Regulation Authority (APRA)
- ☐ Australian Taxation Office (ATO)

Australian Financial Services (AFS) Licence Number (It is a 5–9 digit number)

☐ No  **Go to next question**

5. Foreign Tax Residency

Is the Domestic Proprietary company a tax resident of any country outside of Australia?

☐ Yes  Please indicate below the country(ies) in which company is a resident for tax purposes and each country’s associated Tax Identification Number (TIN)\* (Min 1 – Max 5):

Country	Foreign TIN
1	
2	
3	
4	
5	

☐ No  **Go to next question**

\* A Foreign TIN is an identifying number or equivalent issued by the company’s country of tax residency that is used for tax purposes. If you’re a tax resident in a jurisdiction that doesn’t issue a TIN or equivalent, you’ll need to provide evidence (which could include publicly available information) from an official authority written in English.

6. Purpose of Business Relationship | Source of funds | Source of wealth

Purpose of business relationship (please select one or more options)

This refers to your reasons for engaging with us to obtain products and services. Customers may have multiple reasons for dealing with us. Please indicate **all** your reasons.

- ☐ Transactional
- ☐ Savings
- ☐ Protection
- ☐ Wealth
- ☐ Short-term borrowing
- ☐ Long-term borrowing
- ☐ Correspondent banking
- ☐ Financial markets

Source of funds (please select one or more options)

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 indicate **all** your sources of funds.

- ☐ Commission Bonus
- ☐ Business profits Loan
- ☐ Rental income Sale of assets
- ☐ Additional sources (please specify)
- ☐ Tax refund Gift/donation
- ☐ Government grant Business income/earnings
- ☐ Investment income/earnings Corporate investments earnings
- ☐ External investment/capital injection
- ☐ Mergers and acquisitions
- ☐ Controlled money account
- ☐ Liquidation of assets
- ☐ Insurance payment
- ☐ Compensation payment

Source of wealth (please select one or more options)

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

- ☐ Business profits Rental income
- ☐ Insurance payment Liquidation of assets
- ☐ Sale of assets Additional sources (please specify)
- ☐ Gift/donation Business income/earnings
- ☐ Investment income/earnings Corporate investments earnings
- ☐ Owns real estate/property
- ☐ Mergers and acquisitions
- ☐ Controlled money account
- ☐ Compensation payment

## 7. Beneficial Owners

Full name (given name/s and family name), full address (not a PO Box), date of birth and type of relationship of each INDIVIDUAL who is a Beneficial Owner. Please attach certified copies of identification documentation for all (Beneficial Owners) as per the Document Checklist.

**A Beneficial Owner of an Association refers to:**

1. Any Individual who owns (either directly or indirectly) 25% or more of the company, such as a shareholder; OR
2. If no one owns 25% or more, each Individual that controls (either directly or indirectly) the company.

**Where you are not able to identify any such Individual using the previous measures, the following Individual(s) can be treated as if they were a Beneficial Owner.**

1. An Individual entitled (either directly or indirectly) to exercise 25% or more of the voting rights, including a power of veto; OR
2. If no one is entitled to exercise 25% or more of the voting rights, an Individual who holds the position of senior Managing Official (or equivalent), such as the Chief Executive Officer (CEO), Chief Operating Officer (COO), Chief Financial Officer (CFO), or Chairman of the Board, or foreign equivalent positions.

### Beneficial Owner 1

Full name (as per identification document)

Date of birth

Other name(s) (If any)

Are you a Bank of Melbourne customer? If yes, then please provide your Customer Number  
(Your Customer Number can be found on your statement in Bank of Melbourne Online Banking)

Employment type (e.g. Full-time, Part-time, Casual)

Occupation

Full Address (not a PO Box)

Street

Suburb

State

Postcode

Mobile number

Email address

7. Beneficial Owners (continued)

Is Beneficial Owner 1 a tax resident of any country outside of Australia?

☐ Yes ➤ Please indicate below the country(ies) in which Beneficial Owner 1 is a resident for tax purposes and each country’s associated Tax Identification Number (TIN) (Min 1 – Max 5):

	Country	Foreign TIN
1		
2		
3		
4		
5		

☐ No ➤ Go to next question

\* A Foreign TIN is an identifying number or equivalent issued by the individual’s country of tax residency that is used for tax purposes. If you’re a tax resident in a jurisdiction that doesn’t issue a TIN or equivalent, you’ll need to provide evidence (which could include publicly available information) from an official authority written in English.

Non-Beneficially held shareholdings, if applicable:

- Please advise if non-beneficial shares in the entity are held and, if so, on whose behalf, they are held (for example, whether it is on behalf of an individual/trust/company)

(NOTE: A non-beneficial owner often holds a share for someone else. Examples of non-beneficial owners include parents who hold shares for their children, the executor of a will who owns shares on behalf of an estate, or a trustee who holds shares for the beneficiaries of a trust.)

Entity holding the non-beneficially held shares (Individual, Trustee or Executor)

Entity that the non-beneficially shares are held in (Company)

Entity the shares are held on behalf of (Trust, Estate or Child/ren)

Purpose of business relationship (please select one or more options)

This refers to your reasons for engaging with us to obtain products and services. Customers may have multiple reasons for dealing with us. Please indicate **all** your reasons.

- ☐ Transactional
- ☐ Wealth
- ☐ Correspondent banking
- ☐ Savings
- ☐ Short-term borrowing
- ☐ Financial markets
- ☐ Protection
- ☐ Long-term borrowing

## 7. Beneficial Owners (continued)

### Source of funds (please select one or more options)

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 indicate **all** your sources of funds.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Salary/wages                        | <input type="checkbox"/> Inheritance                | <input type="checkbox"/> Compensation payment |
| <input type="checkbox"/> Commission                          | <input type="checkbox"/> Redundancy                 | <input type="checkbox"/> Gift/donation        |
| <input type="checkbox"/> Bonus                               | <input type="checkbox"/> Liquidation of assets      | <input type="checkbox"/> Windfall             |
| <input type="checkbox"/> Loan                                | <input type="checkbox"/> Government benefits        | <input type="checkbox"/> Tax refund           |
| <input type="checkbox"/> Business profits                    | <input type="checkbox"/> Superannuation/pension     | <input type="checkbox"/> Insurance payment    |
| <input type="checkbox"/> Sale of assets                      | <input type="checkbox"/> Investment income/earnings |   |
| <input type="checkbox"/> Rental Income                       | <input type="checkbox"/> Business income/earnings   |   |
| <input type="checkbox"/> Additional sources (please specify) |   |   |

### Source of wealth (please select one or more options)

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

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Government benefits                 | <input type="checkbox"/> Windfall                   | <input type="checkbox"/> Business income/earnings  |
| <input type="checkbox"/> Business profits                    | <input type="checkbox"/> Inheritance                | <input type="checkbox"/> Compensation payment      |
| <input type="checkbox"/> Rental income                       | <input type="checkbox"/> Liquidation of assets      | <input type="checkbox"/> Gift/donation             |
| <input type="checkbox"/> Redundancy                          | <input type="checkbox"/> Employment income/earnings | <input type="checkbox"/> Owns real estate/property |
| <input type="checkbox"/> Insurance payment                   | <input type="checkbox"/> Superannuation/pension     | <input type="checkbox"/> None                      |
| <input type="checkbox"/> Sale of assets                      | <input type="checkbox"/> Investment income/earnings |  |
| <input type="checkbox"/> Additional sources (please specify) |   |  |

### Beneficial Owner 2

Full name (as per identification document)

Date of birth

Other name(s) (If any)

Are you a Bank of Melbourne customer? If yes, then please provide your Customer Number  
(Your Customer Number can be found on your statement in Bank of Melbourne Online Banking)

Employment type (e.g. Full-time, Part-time, Casual)

Occupation



7. Beneficial Owners (continued)

Full Address (not a PO Box)

Street

Suburb


State

Postcode

Mobile number

Email address

Is Beneficial Owner 2 a tax resident of any country outside of Australia?

☐ Yes  Please indicate below the country(ies) in which Beneficial Owner 2 is a resident for tax purposes and each country's associated Tax Identification Number (TIN) (Min 1 – Max 5):

	Country	Foreign TIN
1		
2		
3		
4		
5		

☐ No  Go to next question

\* A Foreign TIN is an identifying number or equivalent issued by the individual's country of tax residency that is used for tax purposes. If you're a tax resident in a jurisdiction that doesn't issue a TIN or equivalent, you'll need to provide evidence (which could include publicly available information) from an official authority written in English.

Non-Beneficially held shareholdings, if applicable:

- Please advise if non-beneficial shares in the entity are held and, if so, on whose behalf, they are held (for example, whether it is on behalf of an individual/trust/company)
- (NOTE: A non-beneficial owner often holds a share for someone else. Examples of non-beneficial owners include parents who hold shares for their children, the executor of a will who owns shares on behalf of an estate, or a trustee who holds shares for the beneficiaries of a trust.)

Entity holding the non-beneficially held shares (Individual, Trustee or Executor)

Entity that the non-beneficially shares are held in (Company)

Entity the shares are held on behalf of (Trust, Estate or Child/ren)

7. Beneficial Owners (continued)

Purpose of business relationship (please select one or more options)

This refers to your reasons for engaging with us to obtain products and services. Customers may have multiple reasons for dealing with us. Please indicate **all** your reasons.

- ☐ Transactional
- ☐ Savings
- ☐ Protection
- ☐ Wealth
- ☐ Short-term borrowing
- ☐ Long-term borrowing
- ☐ Correspondent banking
- ☐ Financial markets

Source of funds (please select one or more options)

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 indicate **all** your sources of funds.

- ☐ Salary/wages☐ Commission☐ Bonus☐ Loan☐ Business profits☐ Sale of assets☐ Rental Income☐ Additional sources (please specify)
- ☐ Inheritance☐ Redundancy☐ Liquidation of assets☐ Government benefits☐ Superannuation/pension☐ Investment income/earnings☐ Business income/earnings
- ☐ Compensation payment☐ Gift/donation☐ Windfall☐ Tax refund☐ Insurance payment

Source of wealth (please select one or more options)

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

- ☐ Government benefits☐ Business profits☐ Rental income☐ Redundancy☐ Insurance payment☐ Sale of assets☐ Additional sources (please specify)
- ☐ Windfall☐ Inheritance☐ Liquidation of assets☐ Employment income/earnings☐ Superannuation/pension☐ Investment income/earnings
- ☐ Business income/earnings☐ Compensation payment☐ Gift/donation☐ Owns real estate/property☐ None

Beneficial Owner 3

Full name (as per identification document)

Date of birth

/ /

Other name(s) (If any)

7. Beneficial Owners (continued)

Are you a Bank of Melbourne customer? If yes, then please provide your Customer Number  
(Your Customer Number can be found on your statement in Bank of Melbourne Online Banking)

Employment type (e.g. Full-time, Part-time, Casual)

Occupation

Full Address (not a PO Box)

Street

Suburb


State

Postcode

Mobile number

Email address

Is Beneficial Owner 3 a tax resident of any country outside of Australia?

☐ Yes  Please indicate below the country(ies) in which Beneficial Owner 3 is a resident for tax purposes and each country's associated Tax Identification Number (TIN) (Min 1 – Max 5):

	Country	Foreign TIN
1		
2		
3		
4		
5		

☐ No  Go to next question

\* A Foreign TIN is an identifying number or equivalent issued by the individual's country of tax residency that is used for tax purposes. If you're a tax resident in a jurisdiction that doesn't issue a TIN or equivalent, you'll need to provide evidence (which could include publicly available information) from an official authority written in English.

Non-Beneficially held shareholdings, if applicable:

- Please advise if non-beneficial shares in the entity are held and, if so, on whose behalf, they are held (for example, whether it is on behalf of an individual/trust/company)

(NOTE: A non-beneficial owner often holds a share for someone else. Examples of non-beneficial owners include parents who hold shares for their children, the executor of a will who owns shares on behalf of an estate, or a trustee who holds shares for the beneficiaries of a trust.)

Entity holding the non-beneficially held shares (Individual, Trustee or Executor)

## 7. Beneficial Owners (continued)

Entity that the non-beneficially shares are held in (Company)

Entity the shares are held on behalf of (Trust, Estate or Child/ren)

### Purpose of business relationship (please select one or more options)

This refers to your reasons for engaging with us to obtain products and services. Customers may have multiple reasons for dealing with us. Please indicate **all** your reasons.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Transactional | <input type="checkbox"/> Wealth               | <input type="checkbox"/> Correspondent banking |
| <input type="checkbox"/> Savings       | <input type="checkbox"/> Short-term borrowing | <input type="checkbox"/> Financial markets     |
| <input type="checkbox"/> Protection    | <input type="checkbox"/> Long-term borrowing  |  |

### Source of funds (please select one or more options)

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 indicate **all** your sources of funds.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Salary/wages                        | <input type="checkbox"/> Inheritance                | <input type="checkbox"/> Compensation payment |
| <input type="checkbox"/> Commission                          | <input type="checkbox"/> Redundancy                 | <input type="checkbox"/> Gift/donation        |
| <input type="checkbox"/> Bonus                               | <input type="checkbox"/> Liquidation of assets      | <input type="checkbox"/> Windfall             |
| <input type="checkbox"/> Loan                                | <input type="checkbox"/> Government benefits        | <input type="checkbox"/> Tax refund           |
| <input type="checkbox"/> Business profits                    | <input type="checkbox"/> Superannuation/pension     | <input type="checkbox"/> Insurance payment    |
| <input type="checkbox"/> Sale of assets                      | <input type="checkbox"/> Investment income/earnings |   |
| <input type="checkbox"/> Rental Income                       | <input type="checkbox"/> Business income/earnings   |   |
| <input type="checkbox"/> Additional sources (please specify) |   |   |

### Source of wealth (please select one or more options)

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

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Government benefits                 | <input type="checkbox"/> Windfall                   | <input type="checkbox"/> Business income/earnings  |
| <input type="checkbox"/> Business profits                    | <input type="checkbox"/> Inheritance                | <input type="checkbox"/> Compensation payment      |
| <input type="checkbox"/> Rental income                       | <input type="checkbox"/> Liquidation of assets      | <input type="checkbox"/> Gift/donation             |
| <input type="checkbox"/> Redundancy                          | <input type="checkbox"/> Employment income/earnings | <input type="checkbox"/> Owns real estate/property |
| <input type="checkbox"/> Insurance payment                   | <input type="checkbox"/> Superannuation/pension     | <input type="checkbox"/> None                      |
| <input type="checkbox"/> Sale of assets                      | <input type="checkbox"/> Investment income/earnings |  |
| <input type="checkbox"/> Additional sources (please specify) |   |  |

### Beneficial Owner 4

Full name (as per identification document)

Date of birth

## 7. Beneficial Owners (continued)

Other name(s) (If any)

Are you a Bank of Melbourne customer? If yes, then please provide your Customer Number  
(Your Customer Number can be found on your statement in Bank of Melbourne Online Banking)

Employment type (e.g. Full-time, Part-time, Casual)

Occupation

Full Address (not a PO Box)

Street

Suburb

State

Postcode

Mobile number

Email address

Is Beneficial Owner 4 a tax resident of any country outside of Australia?

☐ Yes  Please indicate below the country(ies) in which Beneficial Owner 4 is a resident for tax purposes and each country's associated Tax Identification Number (TIN) (Min 1 – Max 5):

	Country	Foreign TIN
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

☐ No  **Go to next question**

\* A Foreign TIN is an identifying number or equivalent issued by the individual's country of tax residency that is used for tax purposes. If you're a tax resident in a jurisdiction that doesn't issue a TIN or equivalent, you'll need to provide evidence (which could include publicly available information) from an official authority written in English.

### Non-Beneficially held shareholdings, if applicable:

- Please advise if non-beneficial shares in the entity are held and, if so, on whose behalf, they are held (for example, whether it is on behalf of an individual/trust/company)

**(NOTE:** A non-beneficial owner often holds a share for someone else. Examples of non-beneficial owners include parents who hold shares for their children, the executor of a will who owns shares on behalf of an estate, or a trustee who holds shares for the beneficiaries of a trust.)

## 7. Beneficial Owners (continued)

Entity holding the non-beneficially held shares (Individual, Trustee or Executor)

Entity that the non-beneficially shares are held in (Company)

Entity the shares are held on behalf of (Trust, Estate or Child/ren)

### Purpose of business relationship (please select one or more options)

This refers to your reasons for engaging with us to obtain products and services. Customers may have multiple reasons for dealing with us. Please indicate **all** your reasons.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Transactional | <input type="checkbox"/> Wealth               | <input type="checkbox"/> Correspondent banking |
| <input type="checkbox"/> Savings       | <input type="checkbox"/> Short-term borrowing | <input type="checkbox"/> Financial markets     |
| <input type="checkbox"/> Protection    | <input type="checkbox"/> Long-term borrowing  |  |

### Source of funds (please select one or more options)

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 indicate **all** your sources of funds.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Salary/wages                        | <input type="checkbox"/> Inheritance                | <input type="checkbox"/> Compensation payment |
| <input type="checkbox"/> Commission                          | <input type="checkbox"/> Redundancy                 | <input type="checkbox"/> Gift/donation        |
| <input type="checkbox"/> Bonus                               | <input type="checkbox"/> Liquidation of assets      | <input type="checkbox"/> Windfall             |
| <input type="checkbox"/> Loan                                | <input type="checkbox"/> Government benefits        | <input type="checkbox"/> Tax refund           |
| <input type="checkbox"/> Business profits                    | <input type="checkbox"/> Superannuation/pension     | <input type="checkbox"/> Insurance payment    |
| <input type="checkbox"/> Sale of assets                      | <input type="checkbox"/> Investment income/earnings |   |
| <input type="checkbox"/> Rental Income                       | <input type="checkbox"/> Business income/earnings   |   |
| <input type="checkbox"/> Additional sources (please specify) |   |   |

### Source of wealth (please select one or more options)

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

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Government benefits                 | <input type="checkbox"/> Windfall                   | <input type="checkbox"/> Business income/earnings  |
| <input type="checkbox"/> Business profits                    | <input type="checkbox"/> Inheritance                | <input type="checkbox"/> Compensation payment      |
| <input type="checkbox"/> Rental income                       | <input type="checkbox"/> Liquidation of assets      | <input type="checkbox"/> Gift/donation             |
| <input type="checkbox"/> Redundancy                          | <input type="checkbox"/> Employment income/earnings | <input type="checkbox"/> Owns real estate/property |
| <input type="checkbox"/> Insurance payment                   | <input type="checkbox"/> Superannuation/pension     | <input type="checkbox"/> None                      |
| <input type="checkbox"/> Sale of assets                      | <input type="checkbox"/> Investment income/earnings |  |
| <input type="checkbox"/> Additional sources (please specify) |   |  |

7. Beneficial Owners (continued)

Beneficial Owner 5

Full name (as per identification document)

Date of birth

Other name(s) (If any)

Are you a Bank of Melbourne customer? If yes, then please provide your Customer Number  
(Your Customer Number can be found on your statement in Bank of Melbourne Online Banking)

Employment type (e.g. Full-time, Part-time, Casual)

Occupation

Full Address (not a PO Box)  
Street

Suburb


State

Postcode

Mobile number

Email address

Is Beneficial Owner 5 a tax resident of any country outside of Australia?

☐ Yes  Please indicate below the country(ies) in which Beneficial Owner 5 is a resident for tax purposes and each country's associated Tax Identification Number (TIN) (Min 1 – Max 5):

Country	Foreign TIN
1	
2	
3	
4	
5	

☐ No  Go to next question

\* A Foreign TIN is an identifying number or equivalent issued by the individual's country of tax residency that is used for tax purposes. If you're a tax resident in a jurisdiction that doesn't issue a TIN or equivalent, you'll need to provide evidence (which could include publicly available information) from an official authority written in English.

7. Beneficial Owners (continued)

Non-Beneficially held shareholdings, if applicable:

- Please advise if non-beneficial shares in the entity are held and, if so, on whose behalf, they are held (for example, whether it is on behalf of an individual/trust/company)

(NOTE: A non-beneficial owner often holds a share for someone else. Examples of non-beneficial owners include parents who hold shares for their children, the executor of a will who owns shares on behalf of an estate, or a trustee who holds shares for the beneficiaries of a trust.)

Entity holding the non-beneficially held shares (Individual, Trustee or Executor)

Entity that the non-beneficially shares are held in (Company)

Entity the shares are held on behalf of (Trust, Estate or Child/ren)

Purpose of business relationship (please select one or more options)

This refers to your reasons for engaging with us to obtain products and services. Customers may have multiple reasons for dealing with us. Please indicate **all** your reasons.

- ☐ Transactional
- ☐ Wealth
- ☐ Correspondent banking
- ☐ Savings
- ☐ Short-term borrowing
- ☐ Financial markets
- ☐ Protection
- ☐ Long-term borrowing

Source of funds (please select one or more options)

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 indicate **all** your sources of funds.

- ☐ Salary/wages
- ☐ Inheritance
- ☐ Compensation payment
- ☐ Commission
- ☐ Redundancy
- ☐ Gift/donation
- ☐ Bonus
- ☐ Liquidation of assets
- ☐ Windfall
- ☐ Loan
- ☐ Government benefits
- ☐ Tax refund
- ☐ Business profits
- ☐ Superannuation/pension
- ☐ Insurance payment
- ☐ Sale of assets
- ☐ Investment income/earnings
- ☐ Rental Income
- ☐ Business income/earnings
- ☐ Additional sources (please specify)



## 7. Beneficial Owners (continued)

### Source of wealth (please select one or more options)

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

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Government benefits                 | <input type="checkbox"/> Windfall                   | <input type="checkbox"/> Business income/earnings  |
| <input type="checkbox"/> Business profits                    | <input type="checkbox"/> Inheritance                | <input type="checkbox"/> Compensation payment      |
| <input type="checkbox"/> Rental income                       | <input type="checkbox"/> Liquidation of assets      | <input type="checkbox"/> Gift/donation             |
| <input type="checkbox"/> Redundancy                          | <input type="checkbox"/> Employment income/earnings | <input type="checkbox"/> Owns real estate/property |
| <input type="checkbox"/> Insurance payment                   | <input type="checkbox"/> Superannuation/pension     | <input type="checkbox"/> None                      |
| <input type="checkbox"/> Sale of assets                      | <input type="checkbox"/> Investment income/earnings |  |
| <input type="checkbox"/> Additional sources (please specify) |   |  |

## 8. Foreign tax residency statement

We are required to identify tax residents of a country(ies) other than Australia in order to meet account information reporting requirements under local and international laws.

If at any time after account opening, information in our possession suggests that you, the company and/or any individual who holds ownership and/or control in the company of 25% or more (Beneficial Owner/Controlling Person) may be a tax resident of a country(ies) other than Australia, you may be contacted to provide further information on your foreign tax status and/or the foreign tax status of the entity and/or any Beneficial Owners/Controlling Persons. Failure to respond may lead to certain reporting requirements applying to the account.

You certify that if at any time there is a change to the foreign tax status details for you, the company and/or any controlling persons, you will inform the bank. You also certify that if at any time there is a change of a controlling person/s in your company, you will inform the bank.

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. In addition, in the case of a trust, a Beneficial Owner/Controlling Person includes the settlor(s), trustee(s), appointer(s), protector(s), beneficiary(ies) or classes of beneficiaries and in the case of an entity other than a trust, the term includes persons in equivalent or similar positions.

## 9. Privacy statement and consent request

### Privacy statement.

All personal information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at [bankofmelbourne.com.au/privacy/privacy-statement/](http://bankofmelbourne.com.au/privacy/privacy-statement/) or by calling us on **13 22 66**. Our Privacy Statement also provides information about how you can access and correct your personal information and make a complaint. You do not have to provide us with any personal information, but if you don't, we may not be able to continue to provide products or services to the customer for which you are a trustee, partner, representative, beneficial owner, or controlling person.

### Consent request.

You consent to Bank of Melbourne collecting and holding any sensitive information (such as health information or information about your racial or ethnic origin) which appears on certified copies of your identity documents. You will not be able to withdraw your consent to Bank of Melbourne holding this information after it has been provided because Bank of Melbourne is required to retain copies of identification documents under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006.

If you do not consent to Bank of Melbourne's collection of any such sensitive information, you may verify your identity in person at any Bank of Melbourne branch.

## 10. Declaration

## Customer declaration.

I acknowledge and declare that to the best of my knowledge, the information I have provided above is true and correct as at the date of this document. I have been duly appointed by the entity and authorised to sign for and on behalf of the entity. I understand that it is an offence to knowingly give false or misleading information or knowingly produce a false or misleading document under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*. I confirm that there have not been any changes or amendments to the certified document on and from the date on which it was certified.

Where I am providing personal information about another individual, I have made them aware:

- that I will be doing this; and
- that Bank of Melbourne will collect, use and share their personal information in accordance with its Privacy Statement available at [bankofmelbourne.com.au/privacy/privacy-statement/](http://bankofmelbourne.com.au/privacy/privacy-statement/)

**Where I am providing Bank of Melbourne with another person's sensitive information, I have obtained their consent** to sharing it with Bank of Melbourne and their consent to Bank of Melbourne collecting, using and disclosing their sensitive information in accordance with Bank of Melbourne's Privacy Statement.

Signature of authorised person



Position held (Director or Company Secretary)

Entity Name

Date of signature

 /  / 

Full name (given name/s and family name)

Customer Number (if applicable)

**Are you also a Beneficial Owner and have provided your details in section 7?**

☐ Yes

☐ No ➔ **Please continue completing Signatory details questions below**

**Signatory details** if you are not a Beneficial Owner

Full name (as per identification document)

Other names (if any)

Date of birth

 /  / 

Employment Type (e.g. Full Time, Part Time, Casual)

Occupation

Street

Suburb

State


Postcode

Mobile number

Email address

## 10. Declaration (continued)

Are you a tax resident of any country outside of Australia?

- ☐ Yes  Please indicate below the country(ies) in which you are a resident for tax purposes and each country's associated Tax Identification Number (TIN)\* (Min 1 – Max 5):

	Country	Foreign TIN
1		
2		
3		
4		
5		

- ☐ No  **Go to next question**

\*A Foreign TIN is an identifying number or equivalent issued by the individual's country of tax residency that is used for tax purposes. If you're a tax resident in a jurisdiction that doesn't issue a TIN or equivalent, you'll need to provide evidence (which could include publicly available information) from an official authority written in English.

**Purpose of business relationship (please select one or more options)**

This refers to your reasons for engaging with us to obtain products and services. Customers may have multiple reasons for dealing with us. Please indicate **all** your reasons.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Transactional | <input type="checkbox"/> Wealth               | <input type="checkbox"/> Correspondent banking |
| <input type="checkbox"/> Savings       | <input type="checkbox"/> Short-term borrowing | <input type="checkbox"/> Financial markets     |
| <input type="checkbox"/> Protection    | <input type="checkbox"/> Long-term borrowing  |  |

**Source of funds (please select one or more options)**

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 indicate **all** your sources of funds.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Salary/wages                        | <input type="checkbox"/> Inheritance                | <input type="checkbox"/> Compensation payment |
| <input type="checkbox"/> Commission                          | <input type="checkbox"/> Redundancy                 | <input type="checkbox"/> Gift/donation        |
| <input type="checkbox"/> Bonus                               | <input type="checkbox"/> Liquidation of assets      | <input type="checkbox"/> Windfall             |
| <input type="checkbox"/> Loan                                | <input type="checkbox"/> Government benefits        | <input type="checkbox"/> Tax refund           |
| <input type="checkbox"/> Business profits                    | <input type="checkbox"/> Superannuation/pension     | <input type="checkbox"/> Insurance payment    |
| <input type="checkbox"/> Sale of assets                      | <input type="checkbox"/> Investment income/earnings |   |
| <input type="checkbox"/> Rental Income                       | <input type="checkbox"/> Business income/earnings   |   |
| <input type="checkbox"/> Additional sources (please specify) |   |   |

**Source of wealth (please select one or more options)**

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

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Government benefits                 | <input type="checkbox"/> Windfall                   | <input type="checkbox"/> Business income/earnings  |
| <input type="checkbox"/> Business profits                    | <input type="checkbox"/> Inheritance                | <input type="checkbox"/> Compensation payment      |
| <input type="checkbox"/> Rental income                       | <input type="checkbox"/> Liquidation of assets      | <input type="checkbox"/> Gift/donation             |
| <input type="checkbox"/> Redundancy                          | <input type="checkbox"/> Employment income/earnings | <input type="checkbox"/> Owns real estate/property |
| <input type="checkbox"/> Insurance payment                   | <input type="checkbox"/> Superannuation/pension     | <input type="checkbox"/> None                      |
| <input type="checkbox"/> Sale of assets                      | <input type="checkbox"/> Investment income/earnings |  |
| <input type="checkbox"/> Additional sources (please specify) |   |  |

10. Declaration (continued)

Bank use only

Please contact the Business Identification Team on 1800 100 238 between 9am – 5pm AEST Mon – Fri. The team will be able to assist customers with completing the form.

Kindly check all sections of the form are completed and signed. Please check all required documents are certified correctly.

The completed form and certified identification will need to be forwarded to [businessIDBOM@bankofmelbourne.com.au](mailto:businessIDBOM@bankofmelbourne.com.au) after completing the Employee declaration.

Employee Declaration.

I have followed the process for identification and verification as required by policy and procedure and have verified the required information provided by the customer using approved verification source(s). Where the verification source has been provided by the customer the document is to the best of my knowledge a certified copy.

Employee name (print)

Employee salary number

Employee signature

X

Date

/

/