



Customer verification form – Individuals.

All fields are mandatory, unless specified otherwise.

Information collected from customer.

Bank of Melbourne Customer Access Number

Title

Full name (given name/s and family name)

Date of birth

Are you known by any other name(s)?

Yes No other names

Please specify all names

Residential address (Not a PO Box)

Email address

Mobile number

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

Yes Country(ies) outside of Australia in which you are a resident for tax purposes and country's associated Tax Identification Number (TIN)*

*A Foreign TIN is an identifying number or equivalent issued by your 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.

Country 1

Foreign TIN 1

Country 2

Foreign TIN 2

Country 3

Foreign TIN 3

No

Information collected from customer (continued).

Employment Type (Please select the employment type that reflects your current situation best)

- | | | |
|---|---|--|
| <input type="checkbox"/> Casual | <input type="checkbox"/> Social Security Resident | <input type="checkbox"/> Retired |
| <input type="checkbox"/> Dependent Contractor | <input type="checkbox"/> Temporary | <input type="checkbox"/> Self-Employed |
| <input type="checkbox"/> Full-Time | <input type="checkbox"/> Other | <input type="checkbox"/> Student |
| <input type="checkbox"/> Independent Contractor | <input type="checkbox"/> Part-Time | <input type="checkbox"/> Unemployed |

Occupation

The following section to be completed by Customers only (Not Customer Associates).

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

Note: 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)

Note: This refers to the origin of the funds that are the subject of the business relationship between you and us. Please note that 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)

Note: This refers to the origin of your total net assets/total net worth. Please note that 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) | | |

Customer verification form – Individuals.

Information collected from customer (continued).

Are you a Sole Trader?

Yes Full Business/Trading Name

No

ABN (if any)

No ABN

Full address of the principal place of business (not a PO Box) (if any)

Business Classification (ANZSIC)

Documents to be attached with this form.

Please attach certified copies of acceptable identification documents that verify details of the individual to be identified (Individual Customers and Sole Traders).

This form and any attached documents are a record of the identification procedure for this customer, and the information obtained in the course of carrying out the procedure.

Foreign Tax Residency.

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 entity and/or any individual who holds ownership and/or control in the entity 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 entity 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 entity, 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.

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/ 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.

Customer Declaration.

I 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 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*.

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

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.

Customer signature

Print full name

Bank of Melbourne customer number (if applicable)

Position held

Date of signature

Next steps.

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

Step 2: Attach all supporting documents

Step 3: Return the completed form by post to:

**Business Identification Team
Reply Paid 91348
SYDNEY NSW 2001**

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

**Business Identification Team
GPO Box 1806
Sydney NSW 2001
Australia**

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 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

Date