



Customer verification form – Individuals/Sole Trader.

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 – Individual
(this form)

Who needs to complete

- The Individual

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:

- The Individual as nominated on this form
- The Individual who signs the form.

Acceptable documents

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

Customer verification form – Individuals/Sole Trader.

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 the completed form and certified copies of supporting documents as per Page 1 by email, post, or at a branch

Email – 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 080 702** then select **option 2**, from anywhere in Australia (or **+61 2 9155 7522** select **option 1** then **option 2**, if calling internationally), 8am – 6:45pm AEST, Monday to Friday.

3. Individual/Sole Trader details.

Reference Number – You'll find this in the identification correspondence (email or letter) sent by the bank

Bank of Melbourne Customer Number (if known) Your Customer Number can be found on your statement in Bank of Melbourne Online Banking

Title

Full legal name including any middle names

Date of birth

Are you known by any other name(s)?

Yes

No other names

Please specify all names

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3. Individual/Sole Trader details (continued).

Residential address (please use a street address not a PO Box)

Street

Suburb State Postcode

Email address Mobile number

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

Are you a Sole Trader?

(A sole trader is a self-employed person who owns and runs their business as an individual)

- No **➤ Go to next question**
 Yes **➤ Full Business/Trading Name**

ABN (if applicable)

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

Street

Suburb State Postcode

Business Classification – 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.

4. Foreign Tax Residency.

Is the Individual a tax resident of any country outside of Australia?

- Yes Please indicate below the country(ies) outside of Australia 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

* 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.

5. Purpose of Business Relationship/Source of funds/Source of wealth.

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

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. 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) | | |

5. Purpose of Business Relationship/Source of funds/Source of wealth (continued).

Source of wealth (please select one or more options)

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) | | |

6. 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 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.

7. 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.

8. 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

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

Position held

Full name (given name/s and family name)

Date of signature

Bank of Melbourne Customer Number (if applicable)

Bank use only

Please contact the Business Identification Team on **1800 080 702** then select **option 2**, between 8am – 6:45pm AEST, Monday to Friday.

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