Customer verification form – Trusts.

All fields are mandatory, unless otherwise specified.

1. Trust details

Bank of Melbourne Customer Access Number (if known)

Full name of the Trust

Full business name of the Trustee in respect of the Trust (if any) e.g. trading name

Other name(s) under which the Trustee carries on business in respect of the Trust (if any)

ABN of the Trust (if any)

☐ No ABN

Full address of the principal place of business of the Trust (no PO boxes)

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.

Country in which the Trust was established

Trust's contact email address

Customer verification form – Trusts.

1. Trust details (continued)

Full name/organisation name of Settlor of the Trust (unless the settlor is deceased)

[   ]

Full name of each beneficiary OR details of the membership class (e.g. family members of named person, charitable purpose)

[   ]

Please provide how the beneficiaries (if any) are described in the trust deed (e.g family members and/or associated entities of the named beneficiaries)

[   ]

Trustee 1
Full legal name (Individual or Entity)

[   ]

Trustee 2
Full legal name (Individual or Entity)

[   ]

Trustee 3
Full legal name (Individual or Entity)

[   ]

Trustee 4
Full legal name (Individual or Entity)

[   ]

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

☐ Yes ❯ Country(ies) outside of Australia in which the Trust is a resident for tax purposes and country's associated Tax Identification Number (TIN)*

Note: If the Trust has more than one country in which they are a tax resident, please provide this information on a separate sheet.

Country 1   Foreign TIN 1

[   ]   [   ]

☐ No ❯ Go to Purpose of business relationship below

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.

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

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

Customer verification form – Trusts.

1. Trust details (continued)

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. Many customers have multiple sources of funds. Please indicate **all** your sources of funds.

☐ Commission   ☐ Tax refund   ☐ External investment/capital Injection

☐ Bonus   ☐ Gift/donation   ☐ Mergers and acquisitions

☐ Business profits   ☐ Government grant   ☐ Controlled money account

☐ Loan   ☐ Business income/earnings   ☐ Liquidation of assets

☐ Rental income   ☐ Investment income/earnings   ☐ Insurance payment

☐ Sale of assets   ☐ Corporate investments earnings   ☐ Compensation payment

☐ 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. Many customers will have multiple sources of wealth. Please indicate **all** your sources of wealth

☐ Business profits   ☐ Gift/donation   ☐ Owns real estate/property

☐ Rental income   ☐ None   ☐ Mergers and acquisitions

☐ Insurance payment   ☐ Business income/earnings   ☐ Controlled money account

☐ Liquidation of assets   ☐ Investment income/earnings   ☐ Compensation payment

☐ Sale of assets   ☐ Corporate investments earnings

☐ Additional sources (please specify)

[   ]

1a. Regulated Trust type (Please select one from the list below)

☐ Registered Managed Investment Scheme

Australian Registered Scheme Number (ARSN)

[   ]

☐ Regulated Trust

Name of the Trust regulator and the registration/licensing details (e.g. registration number, or ABN for a regulated SMSF)

[   ]

☐ Government Superannuation Fund

Name of the legislation establishing the fund

[   ]

Customer verification form – Trusts.

1. Trust details (continued)

☐ Wholesale Unregistered Managed Investment Scheme

Is the Trust a **Managed Investment Scheme** that is not registered by ASIC, and meets the following criteria:

- Only has wholesale clients; and

- Does not make small scale offerings to which section 1012E of the *Corporations Act 2001* applies

☐ Yes

☐ No

❯ Go to Section 5 Declaration once the above is complete

1b. Standard Trust type (Please select one from the list below)

☐ Unit/fixed

☐ Testamentary

☐ Discretionary (including family Trust)

☐ Unregistered Managed Investment Scheme

❯ Go to Section 2 Beneficial Owners once the above is complete

2. Beneficial Owners

Full Name(s) (including middle name(s) where applicable), full address (no PO Box), date of birth and type of relationship of each INDIVIDUAL who is a Beneficial Owner.

The Beneficial Owner(s) of a Trust are the person(s) that own or control each Trustee.

- Generally, where the Trustee is an individual, the Trustee will be the Beneficial Owner.

- Where the Trustee is a non-individual, the person(s) that owns or controls the non-individual will be the Beneficial Owner(s).

Where no Beneficial Owner(s) can be identified under the ownership or control arrangement, an individual who holds the power to appoint or remove the Trustees of the Trust, such as the Appointer of a Trust must be identified. This individual should be outlined in the Trust Deed.

Please attach certified copies of identification documentation (go to Section 6 to find out more about acceptable documentation).

If there is not enough space, provide details on a separate sheet and attach to this form, labelling the section that the attachment relates to.

Customer verification form – Trusts.

2. Beneficial Owners (continued)

Beneficial Owner 1

Type of relationship:

☐ Trustee   ☐ Other Individual

Title

Full name (as per identification document)

Are you a Bank of Melbourne customer? If yes, then please provide your customer number

Date of birth

/   /

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

Occupation

Full address (not a PO Box)

Suburb

State

Postcode

Mobile number

Email address

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 TIN*

Note: If the Individual has more than one country in which they are a tax resident, please provide this information on a separate sheet.

Country 1

Foreign TIN 1

☐ No   ❯ Go to next question

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

2. Beneficial Owners (continued)

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

☐ Transactional   ☐ Wealth   ☐ Correspondent banking

☐ Savings   ☐ Short-term borrowing   ☐ Financial markets

☐ Protection   ☐ Long-term borrowing

Source of funds (please select one or more options)

☐ 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)

[   ]

Source of wealth (please select one or more options)

☐ Government benefits   ☐ Windfall   ☐ Business income/earnings

☐ Business profits   ☐ Inheritance   ☐ Compensation payment

☐ Rental Income   ☐ Liquidation of assets   ☐ Gift/donation

☐ Redundancy   ☐ Employment income/earnings   ☐ Owns real estate/property

☐ Insurance payment   ☐ Superannuation/pension   ☐ None

☐ Sale of assets   ☐ Investment income/earnings

☐ Additional sources (please specify)

[   ]

Customer verification form – Trusts.

2. Beneficial Owners (continued)

Beneficial Owner 2

Type of relationship:

☐ Trustee   ☐ Other Individual

Title

Full name (as per identification document)

Are you a Bank of Melbourne customer? If yes, then please provide your customer number

Date of birth

/   /

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

Occupation

Full address (not a PO Box)

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 TIN*

Note: If the Individual has more than one country in which they are a tax resident, please provide this information on a separate sheet.

Country 1

Foreign TIN 1

☐ No   ⟫   Go to next question

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

2. Beneficial Owners (continued)

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

☐ Transactional ☐ Wealth ☐ Correspondent banking

☐ Savings ☐ Short-term borrowing ☐ Financial markets

☐ Protection ☐ Long-term borrowing

Source of funds (please select one or more options)

☐ 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)

[   ]

Source of wealth (please select one or more options)

☐ Government benefits ☐ Windfall ☐ Business income/earnings

☐ Business profits ☐ Inheritance ☐ Compensation payment

☐ Rental income ☐ Liquidation of assets ☐ Gift/donation

☐ Redundancy ☐ Employment income/earnings ☐ Owns real estate/property

☐ Insurance payment ☐ Superannuation/pension ☐ None

☐ Sale of assets ☐ Investment income/earnings

☐ Additional sources (please specify)

[   ]

Customer verification form – Trusts.

2. Beneficial Owners (continued)

Beneficial Owner 3

Type of relationship:

☐ Trustee   ☐ Other Individual

Title	Full name (as per identification document)

Full name (as per identification document)

Other name(s) (if any)

Are you a Bank of Melbourne customer? If yes, then please provide your customer number	Date of birth
	/ /

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

Occupation

Full address (not a PO Box)

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 TIN*

Note: If the Individual has more than one country in which they are a tax resident, please provide this information on a separate sheet.

Country 1	Foreign TIN 1

☐ No ❯ Go to next question

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

Customer verification form – Trusts.

2. Beneficial Owners (continued)

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

☐ Transactional   ☐ Wealth   ☐ Correspondent banking

☐ Savings   ☐ Short-term borrowing   ☐ Financial markets

☐ Protection   ☐ Long-term borrowing

Source of funds (please select one or more options)

☐ 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)

[   ]

Source of wealth (please select one or more options)

☐ Government benefits   ☐ Windfall   ☐ Business income/earnings

☐ Business profits   ☐ Inheritance   ☐ Compensation payment

☐ Rental income   ☐ Liquidation of assets   ☐ Gift/donation

☐ Redundancy   ☐ Employment income/earnings ☐ Owns real estate/property

☐ Insurance payment   ☐ Superannuation/pension   ☐ None

☐ Sale of assets   ☐ Investment income/earnings

☐ Additional sources (please specify)

[   ]

3. 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.

4. 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.

5. Declaration

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 verification form – Trusts.

5. Declaration (continued)

Signature of authorised person

X

Position held (Director or Company Secretary or Trustee)

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 2?

☐ Yes   ❯ **Go to Section 6**

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

Signatory details if you are not a Beneficial Owner

Other names (if any)

Date of birth

/   /

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

Occupation

Full address (not a PO Box)

Suburb

State   Postcode

Email address

Mobile number

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 TIN*

Note: If there is more than one country where you are a tax resident, please provide this information on a separate sheet.

Country 1

Foreign TIN 1

☐ 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.

Customer verification form – Trusts.

5. Declaration (continued)

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

- ☐ Transactional
- ☐ Savings
- ☐ Protection

- ☐ Wealth
- ☐ Short-term borrowing
- ☐ Long-term borrowing

- ☐ Correspondent banking
- ☐ Financial markets

Source of funds (please select one or more options)

- ☐ Salary/wages
- ☐ Commission
- ☐ Bonus
- ☐ Loan
- ☐ Business profits
- ☐ Sale of assets
- ☐ Rental Income

- ☐ Inheritance
- ☐ Redundancy
- ☐ Liquidation of assets
- ☐ Government benefits
- ☐ Superannuation/pension
- ☐ Investment income/earnings
- ☐ Business income/earnings

- ☐ Compensation payment
- ☐ Gift/donation
- ☐ Windfall
- ☐ Tax refund
- ☐ Insurance payment

- ☐ Additional sources (please specify)

[   ]

Source of wealth (please select one or more options)

- ☐ Government benefits
- ☐ Business profits
- ☐ Rental income
- ☐ Redundancy
- ☐ Insurance payment
- ☐ Sale of assets

- ☐ 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

- ☐ Additional sources (please specify)

[   ]

6. Next steps

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. Refer below for Certified documents required and process.

Step 3: Return the documentation (completed form and certified copies of supporting documents) 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

6. Next steps (continued)

Certified documents

Customers are required to provide us with certified copies (not original documents) of acceptable identification documents that verify the individual to be identified (each Beneficial Owner identified in Sections 2 and 5 (if applicable). Please provide either:

- **ONE Primary Photographic Identification Document**
  OR

- **ONE Primary Non-Photographic Identification Document AND ONE Secondary Identification Document**
  PLUS

- **ONE Original Certified copy of at least one of the following documents:**

  – Trust Deed and all amendments (if applicable) where names of the Trust, Trustees, beneficiaries, settlor(s) and execution page is evident

  – Settlement Deed or other document that contains a declaration of Trust where the names of the Trust and/or settlor(s) are evident

  – A letter from a solicitor or qualified accountant on a letterhead that confirms the following details of the Trust:

    • Trust name

    • Establishment date

    • Governing state

    • Settlor (if applicable)

    • Trust ABN if applicable

    • Trust type

    • Full name of beneficiaries AND beneficiary class (if any)

    • Trustee name(s)

    • Beneficial Owners

      Note: Beneficial Owners of Trustee are considered Beneficial Owners of the trust

For a detailed list of certified documents and certifiers, go to bankofmelbourne.com.au, search **BizSecure**, and then go to **FAQ section – How do I certify my identity?**

Example

ONE Primary Photographic Identification Document
(all information on documents must be clear and legible), for example:

Driver Licence certified and signed by Medical Practitioner.

I, *Sam Sample*, as a *Medical Practitioner*, certify that this *Driver Licence*, is a true copy of the original.

1 February 2023

6. Next steps (continued)

Example

ONE Primary Non-Photographic Identification Document and ONE Secondary Identification Document
(all information on documents must be clear and legible),
for example:

Birth Certificate and Medicare card certified and signed by Medical Practitioner.

Example

The certified verification document needs to include the name of the Trust. Please see below for an example of certified verification document:

Trust Deed certified and signed by Medical Practitioner.

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.

Send completed form and certified identification 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
/   /