



Bank of  
Melbourne

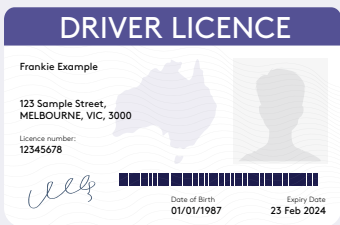
# Your guide to completing Domestic Proprietary Company's profile.

This guide aims to help you verify and update the Domestic Proprietary Company details, as we've noticed the Company has missing or incomplete information in our system. By providing this information, you will better protect the account and help reduce the risk of identity theft.

## Step 1.

Complete the required forms listed below and obtain certified copies of identification.

The form is available at [bankofmelbourne.com.au/bizsecure](https://bankofmelbourne.com.au/bizsecure), then go to the Domestic Proprietary Companies Tab under section 'What you need to do'.

Tick	Documents required	Who needs to complete and sign them?
<input type="checkbox"/>	<b>Customer Verification Form – Domestic Proprietary Company</b>	The Director/Secretary of the Company.
<input type="checkbox"/>	<b>Certified ID documents</b>	<p>Director or Secretary and each Beneficial Owners as nominated on the Customer verification form and the Individual (if not a Beneficial Owner) who signed the form.</p> <p>For Certification instructions, go to the website and search BizSecure then go to the FAQ section – How do I certify my identity?</p> <p>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"> <li>• <b>ONE Primary Photographic Identification Document, for example:</b></li> </ul> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <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> <b>1 February 2023</b></p> <p>Driver Licence certified and signed by Medical Practitioner.</p> </div>
		OR

Tick	Documents required	Who needs to complete and sign them?																								
		<p>● <b>ONE Primary Non-Photographic Identification Document and ONE Secondary Identification Document, for example:</b></p> <div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p style="text-align: center;"><b>BIRTH CERTIFICATE</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">1 CHILD</td> <td style="width: 40%;">           Family name Given name (s) Date of birth Place of birth         </td> <td style="width: 50%;">           EXAMPLE Charlie 1 January 1987 Sample Hospital, Melbourne         </td> </tr> <tr> <td style="text-align: center;">2 MOTHER</td> <td>           Family name Maiden family name Given name (s) Occupation Age Place of birth         </td> <td>           EXAMPLE BROWN Leta Doctor 35 years Sydney, NSW         </td> </tr> <tr> <td style="text-align: center;">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 style="text-align: center;">4 MARRIAGE OF PARENTS</td> <td>           Date of marriage Place of marriage         </td> <td>           23 August 1985 Melbourne, VIC         </td> </tr> <tr> <td style="text-align: center;">5 PREVIOUS CHILDREN OF RELATIONSHIP</td> <td colspan="2" style="text-align: center;">Not any</td> </tr> <tr> <td style="text-align: center;">6 INFORMANTS</td> <td>           Name Address         </td> <td>           S. EXAMPLE 1 Smith Street, Melbourne, VIC, 3000 Father         </td> </tr> <tr> <td style="text-align: center;">7 REGISTERING AUTHORITY</td> <td>           Name Date         </td> <td>           Peter Owen, Registrar 1 January, 1987         </td> </tr> <tr> <td style="text-align: center;">8 ENDORSEMENT(S)</td> <td colspan="2" style="text-align: center;">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; font-size: x-small;">Registrar</p> </div> <div style="width: 35%; text-align: center;">  <p>I, <i>Sam Sample</i>, 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><b>1 February 2023</b></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 Leta 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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## Step 2.

Send your completed and certified forms 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 have any queries, please call our dedicated Business Identification team on **1800 100 238** (or **+61 3 8536 7870** if calling internationally), 9am – 5pm AEST, Monday to Friday.

## Form definitions.

### Bank of Melbourne Customer Access Number.

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

### 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.

### Business Classification (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.

### Australian Financial Services (AFS) licence.

- If you carry on a business of providing financial services, you must hold an AFS licence (unless you are exempt or are authorised to provide those services as a representative of another person who holds an AFS licence).
- AFS licence is a 5–9 digit number.

### Address.

Please use a street 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 AEST, Monday to Friday.

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### 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 [infrastructure.gov.au/national-relay-service](https://infrastructure.gov.au/national-relay-service)



Visit [bankofmelbourne.com.au/accessibility](https://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.*