

Your guide to completing your Partnership's profile.

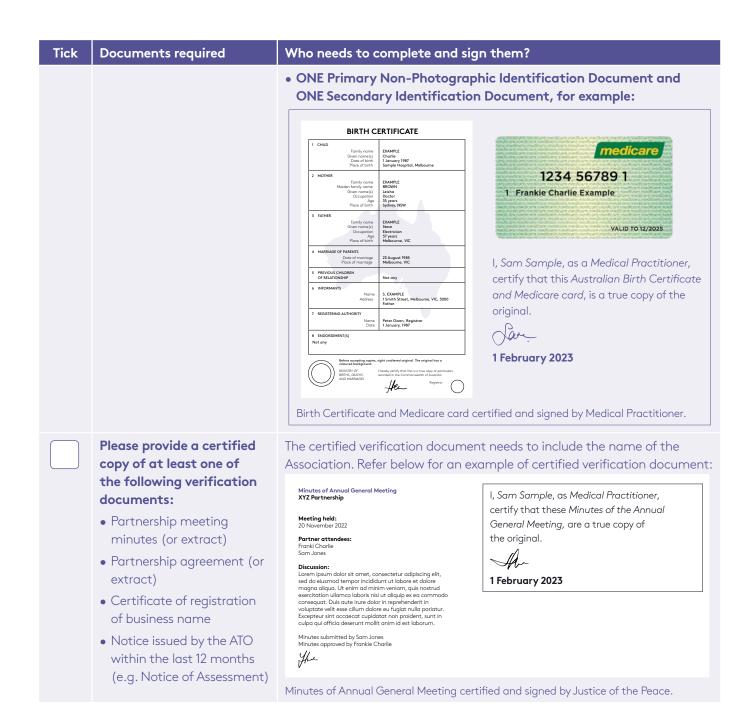
This guide aims to help Partnerships verify and update Partnership details as we have missing or incomplete information in our system. By providing this information, you will better protect the Partnership's account(s) and help reduce the risk of identity theft.

Step 1.

Complete and provide the documents listed below.

The form is available at <u>bankofmelbourne.com.au/bizsecure</u> then go to the Parternships Tab under section 'What you need to do'.

Tick	Documents required	Who needs to complete and sign them?
	Customer verification form	A Partner or Beneficial Owner. (Form definitions are summarised on page 3.)
	Certified ID documents	Each Individual who is a Beneficial Owner as nominated on the Customer verification form and the Individual who signed the form (if not a Beneficial Owner). Refer to page 3 for definition of Beneficial Owner.
		For Certification instructions, go to Bank of Melbourne website and search BizSecure, then go to the FAQ section: How do I obtain certification? Refer below for an example of certified ID documents that we would need from each Beneficial Owner (please ensure the images are clear and easy to read):
		• ONE Primary Photographic Identification Document, for example:
		DRIVER LICENCE I, Sam Sample, as a Medical Practitioner, certify that this Driver Licence, is a true copy of the original.
		License number: 12345678
		Over d Brith
		Driver Licence certified and signed by Medical Practitioner.
		OR



Step 2.

Send your completed and certified documents as listed above 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 AEDT, Monday to Friday.

Form definitions.

Bank of Melbourne Customer Access Number.

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

Beneficial Owner.

A Beneficial Owner is:

- 1. Each individual who owns (either directly or indirectly) 25% or more of the Partnership, such as a limited partner; OR
- 2. If no one owns 25% or more, each Individual that Controls (either directly or indirectly) the Partnership.

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 Managing Partner, Chief Executive Officer (CEO), Chief Operating Officer (COO), Chief Financial Officer (CFO), or the Chairman of the Board, or foreign equivalent positions.

Nature of business activities (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.

Address.

Please use a street/physical 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.

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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**



Visit **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.