

Baptist Financial Services Australia Ltd

ABN 56 002 861 789 – AFSL 311062
("BFS" and "Baptist Financial Services")
A delegated body of Australian Baptist Ministries



Ph 1300 650 542

Email clients@bfs.org.au

Web www.bfs.org.au

CLIENT IDENTIFICATION AND VERIFICATION

Trust

Section 1: KNOW YOUR CLIENT INFORMATION:

An authorised person on behalf of the Trustee of the Trust is to complete this form in full and return it, together with any attachments, to us by email to clients@bfs.org.au or by post.

Pursuant to the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth), Baptist Financial Services Australia Limited (BFS) cannot commence providing the Client with financial services until we obtain certain information about the Trust from you and verify that this information is true and correct.

Note: We may be required to seek further information from you to assess your application, regarding incorrect or incomplete information or for additional verification. Information should be clear, accurate and complete.

Name of Person Completing this Form & Date: _____

1. Full name of the Trust, and ABN if applicable.	
2. Full Name and address of the Trustee/s of the Trust (these may be individuals or a Company)	
3. Type of trust (e.g. Unit, fixed or discretionary)	
4. Full name of each beneficiary of the trust where they have a defined beneficial interest and indicate their defined interest as a percentage or where more broadly defined, the details of the class or classes of beneficiaries. Where the beneficiary classes are numerous and no beneficiary has a defined interest of 25% or more or are defined as a class or classes, please provide the reference to the relevant trust deed clause that defines or identifies beneficiaries.	

Section 1: KNOW YOUR CLIENT INFORMATION (cont.):

5. Country in which trust was established	
6. Full name of Appointor for the trust. This is the person or persons who can appoint or remove the trustee, sometimes referred to as the Principal or Custodian.	
7. Full name of the Settlor of the trust except where the amount settled is less than \$10,000 or the Settlor is deceased. This is the person or persons who originally settled the trust by contributing trust funds when the trust was originally created.	

BENEFICIAL OWNER INFORMATION:

A **Beneficial Owner** is an individual who ultimately owns or controls (directly or indirectly) the client. In respect of a Trust this is any individual who holds the power to appoint or remove the trustees of the trust. This role is usually described as the Appointor but may also be called the 'custodian' or 'principal' and should be noted in the Trust Deed.

Section 2: VERIFY YOUR CLIENT INFORMATION

Please provide the required documentation listed below that is applicable to your Trust and tick the appropriate box

Identity Documents		
1. A certified copy of the Trust Deed and any Amendment Deeds. Refer to Section 3 for a list of persons who may certify this document.		<input type="checkbox"/>
2. For a Corporate Trustee, the Full extract of Company Information from Australian Securities and Investments Commission ("ASIC") or Annual Statement including amendments from ASIC		<input type="checkbox"/>
3. If the Trust is registered with the ACNC, please ensure the trust details, including Responsible Persons and their positions are correctly recorded with the ACNC		<input type="checkbox"/>
5. Complete the 'Client Identification and Verification – Individual or Sole trader' form for each individual trustee, appointor, and settlor detailed in 2, 6, and 7 above.	<input type="checkbox"/> Tick if completed and attached for each person in sections 2, 6 & 7 who are not authorised signatories. (For authorised signatories this information and their consent should be provided in the application or Change of Signatories form)	
6. Complete the 'Client Identification and Verification – Company' form for each corporate trustee or appointor.	<input type="checkbox"/> Tick if completed and attached for each Company Trustee or Appointor.	
Minutes: Please also remember to attach a signed copy of the relevant Minutes for your organisation to authorise the opening of an account with BFS, if you are a new BFS client or whenever you are changing the authorised signatories for your organisation. Minutes are not required if you are simply opening an additional account with the same signatories. Please refer to the Minutes Factsheet for further guidance at www.bfs.org.au/resources/ .		<input type="checkbox"/>

Office use only:

The Trustee, Appointor and Settler are confirmed by the:

- Trust Deed and any Amendment Deeds or _____
- Trustee minutes or _____

Section 3: CERTIFIED DOCUMENTS

This Section lists the persons approved to certify your documents. If you are unable to have your documents certified by one of the above persons, please contact BFS to discuss alternative arrangements.

Please tick the appropriate box of the person who certified your documents in accordance with Section 2.

Person Authorised to Certify Documents	
A justice of the peace	<input type="checkbox"/>
A person who is enrolled with the Supreme Court of a State or Territory or the High Court of Australia as a legal practitioner, however described	<input type="checkbox"/>
A police officer	<input type="checkbox"/>
A register or deputy register of a court	<input type="checkbox"/>
A chief executive officer of a Commonwealth Court	<input type="checkbox"/>
A notary public (for the purposes of Statutory Declarations Regulations 1993)	<input type="checkbox"/>
A magistrate or a judge of a court	<input type="checkbox"/>
A commissioner for declarations	<input type="checkbox"/>
An Australia Post Officer, permanent employee with at least 2 years continuous service	<input type="checkbox"/>
An Agent of Australia Post in charge of a post office	<input type="checkbox"/>
An Accountant (member of a recognised accounting body with at least 2 years continuous membership)	<input type="checkbox"/>
An Australian consular/diplomatic officer	<input type="checkbox"/>
An Officer of a financial institution with at least 2 years continuous service	<input type="checkbox"/>
An Officer of a finance company with at least 2 years continuous service	<input type="checkbox"/>
An Officer/authorised representative of a holder on an Australian Financial Services Licence with at least 2 years continuous service	<input type="checkbox"/>