

Baptist Financial Services Australia Ltd

ABN 56 002 861 789 – AFSL 311062

Ph - 1300 650 542

Fax - 1300 784 699

Email info@bfs.org.au

Web www.bfs.org.au

NSW/ACT

PO Box 122, Epping NSW 1710

VIC/TAS

PO Box 377 Hawthorn VIC 3122

SA/NT

PO Box 432 Unley SA 5061

WA

PO Box 57 Burswood WA 6100

This form contains the lists from which documents may be selected to provide identification and verification to Baptist Financial Services Australia Ltd (BFS) by account applicants, signatories (including any Power of Attorney) and/or account holders to meet the requirements of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006. Original/s or a certified copy of the necessary identification document/s from Lists A,B & C & the relevant Certifiable Document/s from List D are required with a Certification Form, completed by a Certifier from 1 of the 15 categories listed, to verify that the copy/s are true copy/s of the original/s.

The original documents, or certified copies, required by BFS are:

Individuals – One (1) document from List A, two (2) documents from List B or One (1) document from List B and One (1) document from List C.

Non individual Account Applicants – All documents required in List D for the relevant type of entity

Alternatively, if a certifier is not available, you may provide copies of at least two (2) documents from any of List A, B or C and/or all the relevant certifiable documents required from List D, and BFS will arrange verification using independent electronic data at BFS's expense.

All documents must be current unless specified otherwise.

If any document is written in a language other than English, it must be accompanied by an English translation prepared by an accredited translator.

The document or other combination of selected documents must contain the clients **full name, residential address and date of birth**.

If the Client signatory or account holder is unable to provide the documents listed, please contact BFS by phone on 1300 650 542.

| LIST A | Item No | PRIMARY PHOTOGRAPHIC IDENTIFICATION DOCUMENTS |
|-------------|---------|---|
| Individuals | A1 | Driving licence or learner's permit (Australian or foreign) |
| | A2 | Passport – Australian (current or expired within the last 2 years) |
| | A3 | Passport – Foreign (issued by a foreign government, the United Nations or an agency of the United Nations) |
| | A4 | Travel document – Foreign (issued by a foreign government, the United Nations or an agency of the United Nations) |
| | A5 | National identity card (foreign only) |
| | A6 | Proof of age card (Australian only) |
| | A7 | NSW birth card |
| | A8 | Boat Licence – Australian |
| | A9 | Taxi Licence – Australian |
| | A10 | KEYPASS Photo ID card |
| | A11 | 18+ Proof of age card |
| | A12 | Blind citizen's Australia identity card |
| | A13 | Multiple Sclerosis Society photo identity card |
| | A14 | Student identity card – Australian higher education (TAFE or University) |
| | A15 | Working With Children check card (Blue card) QLD, VIC, WA |
| | A16 | NSW RTA photo card or Proof of age card |
| | A17 | Australian government shooter's/firearms licence (All States) |
| | A18 | Australian Defence Force Identity card (excluding Spouse card) |
| LIST B | Item No | PRIMARY NON-PHOTOGRAPHIC IDENTIFICATION DOCUMENTS |
| Individuals | B1 | Drivers Licence – Australia (without photo) |
| | B2 | Birth Certificate – Australia (full birth certificate or extract birth certificate) |
| | B3 | Birth certificate – Foreign (issued by a foreign government, the United Nations or an agency of the United Nations) |
| | B4 | Citizenship certificate – Australian |
| | B5 | Citizenship certificate – Foreign (issued by a foreign government) |
| | B6 | Pension card – Centrelink |
| | B7 | Pension card – Department of Veteran's Affairs |
| LIST C | Item No | SECONDARY IDENTIFICATION DOCUMENTS – Australian only |
| Individuals | C1 | Government financial benefits notice (issued within the preceding 12 months) |
| | C2 | Australian Taxation Office notice (issued within the preceding 12 months) |
| | C3 | Local government or public utility bill (eg gas, electricity, water, rates) and contains the applicants name and residential address (issued within the preceding 3 months) A notice issued by the Commonwealth, State or Territory which: |
| | C4 | - contains the name of the person and his or her residential address; |
| | C5 | - records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory |
| | C6 | Marriage certificate |
| | C7 | Medicare card |
| | C8 | Commonwealth seniors health card or State seniors card |
| | C9 | Financial institution statement (bank or credit card) which contains the applicants name and residential address (issued within the preceding 3 months) |
| | C10 | For a person under 18, a notice from a school principal recording the period of time the person attended the school (issued within the preceding 3 months) |

| LIST D (definition of each Type) | Item No | IDENTIFICATION DOCUMENTS FOR CLIENT ACCOUNT OTHER THAN INDIVIDUAL |
|---|---|---|
| Sole Trader (A person who trades in their own legal right and has full responsibility for the activities of a business) | Lists A,B,C | <p>Certifiable Documents: Document/s required as per `Documents to be Certified` - Item 1 in Certification Form</p> <p><i>Other Documents to be provided:</i> Full name of business Principal place of business ABN issued to business</p> |
| Partnership (A relationship between persons [the partners] carrying on a business in common with a view to profit) | Lists A,B,C D1 | <p>Certifiable Documents Document/s required for at least one partner as per `Documents to be Certified` - Item 1 in Certification Form Full name of partnership (from business name registration certificate)</p> <p><i>Other Documents to be provided:</i> Full business name of partnership as registered (if any) Country where partnership established Full address of the partnership's principal place of business (if any) Full name and residential address of ALL partners in the partnership</p> |
| Association (A group of persons who have agreed to join together for to pursue a common objective – may be incorporated or unincorporated, eg Churches) | D2 D3 | <p>Unincorporated: Certifiable Documents Full name of association (from Rules, Constitution, Minutes of meetings)</p> <p><i>Other Documents to be provided:</i> Full address of principal place of administration OR the residential address of Public Officer (if any), President, Secretary or Treasurer Full name of Chairman, Secretary and Treasurer or equivalent officer</p> <p>Incorporated: Certifiable Documents Full name of association (from Rules, Constitution, Minutes of meetings)</p> <p><i>Other Documents to be provided:</i> Full address of principal place of administration OR the residential address of Public Officer (if any), President, Secretary or Treasurer Full name of Chairman, Secretary and Treasurer or equivalent officer</p> |
| Trust (A relationship where property or assets are held for the benefit of a beneficiary, eg family trust, superannuation fund, deceased estate) | D4 Lists A,B,C D5 D6 | <p>Certifiable Documents Full name of Trust (from Trust Deed, Will or other reliable documents) Full name and residential or business address of each Trustee: - If Trustee/s is/are individual/s, provide `Documents to be Certified` for each individual - Item 1 in Certification Form - If Trustee is Company, provide `Certifiable Documents` required for a Domestic Company Unless the Trust is widely held (10 or more unit holders), provide the full name of each beneficiary or a description of the class of beneficiaries of the Trust (eg family of X)</p> <p><i>Other Documents to be provided:</i> Type of Trust (eg unit, discretionary, hybrid, superannuation fund, deceased estate) Country where Trust established</p> |
| Domestic Company (A proprietary, public, public limited by guarantee or listed public company incorporated in Australia) | D7 | <p>Certifiable Documents Full name of company, ACN and Type of company (from Certificate of Registration issued by the Australian Securities & Investments Commission)</p> <p><i>Other Documents to be provided:</i> Full address of registered office Full address of principal place of business If a proprietary company, full name of each director</p> |