



BT Customer Identification & Verification Form Australian & Foreign Government Body

SECTION 1: GOVERNMENT BODY IDENTIFICATION PROCEDURE (MANDATORY)

1.1 GENERAL INFORMATION

Full Name of the Government Body

Any other name of the government body (if any)

Full address of the government body's registered office (not a PO Box)

State Postcode

Country, if not Australia

Full address of the government body principal place of operations (not a PO Box)

State Postcode

Country, if not Australia

ABN (if any)

Industry

Date of establishment (DD/MM/YYYY)

SECTION 2: TAX INFORMATION (MANDATORY)

Are you a resident of a country other than Australia for tax purposes?

Yes (complete section 2)

No (proceed to section 3)

Country/ies outside of Australia in which the Government Body is a resident for tax purposes and country's associated Tax Identification Number (TIN)*

* A TIN is an identifying number or equivalent used for tax purposes. If a 'TIN' is not available, please specify the reason against the appropriate country.

Note: If the registered Government body has more than 3 countries in which they are a tax resident, please provide the details on a separate form.

Country 1

Foreign TIN 1

Reason (if TIN not applicable)

Foreign TIN not issued by this country

Foreign TIN pending issue by the country's tax authority

Country 2

Foreign TIN 2

Reason (if TIN not applicable)

Foreign TIN not issued by this country

Foreign TIN pending issue by the country's tax authority

Country 3

Foreign TIN 3

Reason (if TIN not applicable)

Foreign TIN not issued by this country

Foreign TIN pending issue by the country's tax authority

SECTION 3: FOREIGN GOVERNMENT INFORMATION (MANDATORY)

Is the Government body a foreign country government body, i.e. a Government body established outside of Australia?

Yes – complete Sections 3 and 4

No – go to section 5

Foreign Country of establishment

The foreign Government body is: (Select one)

A government entity of emanation (e.g. agency/department) of the foreign country; or

An authority (established under legislation) of the foreign country; or

A local government council or equivalent body

SECTION 4: BENEFICIAL OWNERSHIP (ONLY REQUIRED IF A FOREIGN GOVERNMENT BODY)

Provide the names of each individual member that owns directly or indirectly 25% or more of the Foreign Government body, if no such person, each individual that controls the Foreign Government body, such as Head of the Foreign Government body.

Complete separate **Individuals & Sole Traders BT Customer identification & verification forms** for each of the below individuals.

Role	Full Given Name(s)	Surname

If there are more Beneficial Owners, provide details on a separate sheet and tick this box



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SECTION 5: AUSTRALIAN GOVERNMENT INFORMATION (MANDATORY)

The domestic (Australian) Government body is: (Select one)

- A government entity or emanation (e.g. agency/department) of the Commonwealth
- An authority (established under legislation of the Commonwealth)
- A local government council
- A government entity of emanation (e.g. agency/department) of the State/Territory
- An authority (established under legislation) of the State/Territory

If the Government body is an Australian State or Territory Government body, what is the State or Territory of establishment?

SECTION 6: ADDITIONAL INFORMATION (MANDATORY)

6.1 SOURCE OF FUNDS

This refers to where your funds came from in regard to deposits into the account. Please note you may have multiple sources of funds. Please indicate all sources of funds below.

- Commission
- Business income
- Investment income
- Rental income
- Capital injection
- Government grant
- Liquidation of assets
- Gift/Donation
- Tax refund
- Additional sources (please specify)
- Bonus
- Business profits
- Corporate investments
- Loan
- Insurance payment
- Sale of assets
- Mergers and acquisitions
- Controlled money account
- Compensation payment

6.2 SOURCE OF WEALTH

This refers to where or how you have built your net worth. Please note that you may have multiple sources of wealth. Please indicate all sources of wealth below.

- Business income
- Investment income
- Rental income
- Owns property
- Sale of assets
- Gift/Donation
- None
- Additional sources (please specify)
- Business profits
- Corporate investments
- Insurance payment
- Compensation payment
- Liquidation of assets
- Mergers and acquisitions
- Controlled money account

SECTION 7: GOVERNMENT BODY VERIFICATION PROCEDURE (MANDATORY)

Information to be verified:

Full name of the government body

- Full address of the government body's principal place of operations (not a PO Box)
- Whether the government body is an entity or emanation, or is established under legislation of the Commonwealth of Australia, an Australian State/Territory or a foreign country
- Name of Australian State/Territory or foreign country of establishment

Tick	Verification options (select at least ONE of the following options used to verify the Government Body)
<input type="checkbox"/>	A search of the relevant Commonwealth, State, Territory or Foreign government website for confirmation of the body's existence.*
<input type="checkbox"/>	A search of the relevant Commonwealth, State, Territory or Foreign Country register of government bodies (e.g. Australian Government Online Directory at www.directory.gov.au).*
<input type="checkbox"/>	A copy or extract of the legislation establishing the body obtained from a reliable and independent source, such as a Government website.*

* Documents that are written in a language that is not English must be accompanied by an English translation prepared by National Accreditation Authority for Translators and Interpreters (NAATI) translator

IMPORTANT NOTE:

- Ensure that individual customer ID Forms have been provided for Foreign Government Bodies as per 1.3 AND
- Attach a legible certified copy of the ID documentation used to verify the government body (and any required translation)

SECTION 8: CUSTOMER DECLARATION (MANDATORY)

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*, and the *Tax Laws Amendment (Implementation of the Common Reporting Standards) Act 2016*.

Signature of authorised person

Full Name

Position Held

Date (DD/MM/YYYY)



**SECTION 9: RECORD VERIFICATION PROCEDURE
(OFFICE USE ONLY)**

ID Document details	
Verified from	<input type="checkbox"/> Performed search <input type="checkbox"/> Copy of legislation sighted
URL link/full name of legislation	
Search date	/ /
Date verified	/ /
Accredited English translation	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted

By completing and signing this Record of Verification Procedure I declare that:

- an identity verification procedure has been completed in accordance with the AML/CTF Rules, in the capacity of an AFSL holder or their authorised representative and
- the FATCA information provided is reasonable considering the documentation provided.

AFS Licensee Name (if applicable)

AFSL Number (if applicable)

Representative/Employee Name and Staff ID

Phone Number

Signature

Date Verification Completed (DD/MM/YYYY)

APPENDIX A: PROOF OF IDENTIFICATION

A. HOW TO CERTIFY YOUR IDENTITY DOCUMENTS

The documents applicable to you can be certified by either:

- Your financial adviser – where they have introduced you to BT, have an AFSL and 2 or more continuous years of service with one or more licensees. Your financial adviser must complete the appropriate Identification Form and attach it to your Application together with the original certified identification documents.
- Any other eligible certifier as listed in this Section. An original certified copy is a document that has been certified as a true copy of an original document.

To certify an identity document:

- Take the original identity document and a photocopy to one of the people listed below (eligible certifiers) and ask them to certify that the photocopy is a true and correct copy of the original document
- That person will need to print their name, date and qualification/occupation which makes them an eligible certifier on the photocopy
- The certifier must also include the following statement on the photocopy 'I certify that this is a true copy of the original document'
- Photocopies of certified documents will not be accepted.
- The original signature of the certifier must be visible

LIST OF ELIGIBLE PERSONS WHO CAN CERTIFY YOUR IDENTITY DOCUMENTS

The following people can certify your identification documents, for a complete list of people who can certify your identification documents please refer to our website www.bt.com.au/personal/help/how-to-certify-id.html

Note:

- Customers can use certifiers in categories 1 to 17 where the certifier is an officer who holds these positions within Australia;
- or
- Where the certifier does not meet the above criteria, ONLY certifiers in category 11, 12 or 13 may be used.
 1. A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
 2. A judge of a court
 3. A magistrate
 4. A chief executive officer of a Commonwealth court
 5. A registrar or deputy registrar of a court
 6. A Justice of the Peace
 7. A notary public
 8. A Police Officer
 9. An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
 10. A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
 11. An Australian consular officer or an Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*)
 12. A bank or building society officer with 2 or more years continuous years of service (includes acceptable international bank)
 13. A finance company officer with 2 or more continuous years of service (includes acceptable international bank)
 14. An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees



15. A member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
16. A Commissioner for Declarations
17. A Commissioner for Affidavits

