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 **stgeorge.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?
☐	**Customer Verification Form – Domestic Proprietary Company**	The Director/Secretary of the Company.
☐	**Certified ID documents**	Director or Secretary and each Beneficial Owner as nominated on the Customer verification form and the Individual (if not a Beneficial Owner) who signed the form.
		For certification instructions, go to the St.George website and search BizSecure then go to the FAQ section – 'How do I certify my identity?'
		Refer below for an example of certified ID documents (please ensure the images are clear and easy to read):
		• **ONE Primary Photographic Identification Document, for example:**

I, *Sam Sample*, as a *Medical Practitioner*, certify that this *Driver Licence*, is a true copy of the original.

1 February 2023

Driver Licence certified and signed by Medical Practitioner.

OR

Tick	Documents required	Who needs to complete and sign them?
		• ONE Primary Non-Photographic Identification Document and ONE Secondary Identification Document, for example:

I, *Sam Sample*, as a *Medical Practitioner*, certify that this *Australian Birth Certificate and Medicare card*, is a true copy of the original.

1 February 2023

Birth Certificate and Medicare card certified and signed by Medical Practitioner.

Step 2

Send your completed and certified forms in the post via a Reply Paid envelope, addressed to
St.George 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 2 9155 7800** if calling internationally), 9am – 5pm AEST, Monday to Friday.

Form definitions

Customer Access Number

Your Customer Access Number can be found on your statement in St.George 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.

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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 **stgeorge.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.