RESET

St.George Customer Identification Procedure Form – Australian Company

Section 1: Australian company identification procedure (mandatory)

1.1 General information

Account number (if known)

Full name as registered with ASIC

Full Business, trading or other name(s) other than the name registered with ASIC (if any)
(if you have more than one, please attach a separate list)

ACN

ABN (if any)

Registered office address (cannot be a PO Box)

State Postcode Country, if not Australia

Principal place of business (cannot be a PO Box)

State Postcode Country, if not Australia

Industry type/classification

State/Territory, country (if not Australia) of registration

Date of registration (DD/MM/YYYY)

/ /

Mobile number

Email address

1.2 Directors

Provide the names of ALL company directors.

	Title	Full given name(s)	Surname
1.			
2.			
3.			
4.			

☐ Tick here if there are more than four directors, and provide details on a separate sheet

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Section 1: Australian company identification procedure (mandatory) (continued)

1.3 Licence details (If applicable)

Is your company licensed and subject to regulatory oversight?
(e.g. does your company hold an Australian Financial Services Licence (AFSL) or Australian Credit Licence (ACL)?)

☐ Yes ❯ Name of the regulator ______ Regulator issued licence number ______

☐ No (proceed to section 2)

Section 2: Tax information (mandatory)

Is the Company a resident of a country other than Australia for tax purposes?

☐ Yes. Date the company became a non-resident for tax purposes (complete section 2) __ / __ / __

☐ No (proceed to section 3)

Provide the country/countries outside of Australia in which the company 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. 'TIN not issued' is only applicable to specific countries. For more details go to **oecd.org/tax/automatic-exchange/crsimplementation-and-assistance/tax-identification-numbers**

Note: If there are more than three countries in which the company is a tax resident, please provide the details on a separate paper.

Country 1 (Primary country of residence for tax purposes) ______

Foreign TIN 1 ______

Reason (if TIN not applicable) ☐ TIN not issued

Country 2 ______

Foreign TIN 2 ______

Reason (if TIN not applicable) ☐ TIN not issued

Country 3 ______

Foreign TIN 3 ______

Reason (if TIN not applicable) ☐ TIN not issued

Section 3: Beneficial owners identification and verification

Are there any individuals who ultimately own 25% or more of the company's issued share capital (through direct or indirect shareholdings)?

☐ Yes (complete 3.1) ☐ No (complete 3.2)

3.1 Shareholder beneficial owners

Provide the names of the individuals who ultimately own 25% or more of the company's issued share capital (through direct or indirect shareholdings).

Complete a separate St.George Customer Identification Procedure Form – *Individuals & Sole Traders* for each of these individuals.

	Full given name(s)	Surname
1.		
2.		
3.		
4.		

☐ Tick here if there are more than four shareholder beneficial owners, and provide details on a separate sheet

Section 3: Beneficial owners identification and verification (continued)

3.2 Other beneficial owners

If there are no individuals who meet the requirements of 3.1, provide the names of the individuals who directly or indirectly control* the company.

* includes exercising control through the capacity to determine decisions about financial or operating policies; or by means of trusts, agreements, arrangements, understanding & practices; voting rights of 25% or more; or power of veto. If no such person can be identified then the most senior managing official*(s)* of the company (such as the managing director or directors who are authorised to sign on the company's behalf).

Complete a separate St.George *Customer Identification Procedure Form – Individuals & Sole Traders* for each of these individuals.

Full given name(s)	Full given name(s)
Surname	Surname
Role	Role

☐ Tick here if there are more than two other beneficial owners and provide details on a separate sheet

Section 4: Additional information (mandatory)

4.1 Source of funds

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

☐ Commission ☐ Bonus ☐ Business income ☐ Business profit
☐ Investment income ☐ Corporate investments ☐ Rental income ☐ Loan
☐ Capital injection ☐ Insurance payment ☐ Government grant ☐ Sale of assets
☐ Liquidation of assets ☐ Mergers and acquisitions ☐ Gift/donation ☐ Controlled money account
☐ Tax refund ☐ Compensation payment

☐ Additional sources (Please specify)

4.2 Source of wealth

This refers to where or how the company has built its net worth. Please note that the company may have multiple sources of wealth. Please indicate all sources of wealth below.

☐ Business income ☐ Business profit ☐ Investment income ☐ Corporate investments
☐ Rental income ☐ Insurance payment ☐ Owns property ☐ Compensation payment
☐ Sale of assets ☐ Liquidation of assets ☐ Gift/Donation ☐ Mergers and acquisitions
☐ None ☐ Controlled money account

☐ Additional sources (Please specify)

Section 4: Additional information (mandatory) (continued)

4.3 Privacy statement

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at **stgeorge.com.au/privacy/privacy-statement** or by calling us. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information but, if you don't, we may not be able to process your request.

Section 5: Australian company verification procedure (mandatory)

Complete this form and provide the information listed in the verification procedures outlined below.

Important

- Ensure that individual Customer Identification Procedure Forms have been provided for the Company's Beneficial Owners as per section 3.
- Attach a legible certified copy of the ID documentation used to verify the company.
- 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.

Tick	Company type	Verification Require
☐	Regulated Australian proprietary company	A
☐	Australian proprietary company other than the above	B or C or D

Tick		Verification option
☐	A	Perform a search of the licence or other records of the relevant Commonwealth, State or Territory statutory regulator.
☐	B	Perform a search of the relevant ASIC database.
☐	C	A public document issued by the relevant company within the last 12 months (e.g. audited annual accounts).
☐	D	If the ASIC database is not reasonably available, an original or certified copy of the certification of registration issued by ASIC

Section 6: Client 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 (AML/CTF Act 2006)*, and the *Tax Laws Amendment (Implementation of the Common Reporting Standard) Act 2016.*

Signature of Authorised Signatory 1 (Wet (pen) signature required)

✗

Date (DD/MM/YYYY)

/ /

Full name

Position held (must include beneficial owner role)

Signature of Authorised Signatory 2 (Wet (pen) signature required)

✗

Date (DD/MM/YYYY)

/ /

Full name

Position held (must include beneficial owner role)

Signature of Authorised Signatory 3 (Wet (pen) signature required)

✗

Date (DD/MM/YYYY)

/ /

Full name

Position held (must include beneficial owner role)

Signature of Authorised Signatory 4 (Wet (pen) signature required)

✗

Date (DD/MM/YYYY)

/ /

Full name

Position held (must include beneficial owner role)

Appendix A

A. What is a certified copy of a document?

A certified copy is a document that has been certified by an authorised person as a true copy of an original document.

To have your document certified, take the original document and a photocopy of it to one of the persons listed in the categories below.

The certifier will then write or stamp the copy with the words: "I, [full name of authorised certifier], as [select appropriate person from authorised list below], certify that this [name of document] is a true copy of the original [signature and date]".

That person will need to print their name, date and qualification/occupation which makes them an eligible certifier on the photocopy.

If there are multiple pages to the copy, the certifier will need to fully certify each page.

Note: Only original certified ID documents must be supplied. Photocopies of certified documents will not be accepted.

B. List of eligible persons who can certify your identity documents

A document can be certified by the following authorised persons:

Legal

- Solicitor or Barrister (that is, 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)
- Judge of a court[1]
- Magistrate
- Chief Executive Officer of a Commonwealth court[1]
- Registrar or Deputy Registrar of a court[1]

Foreign jurisdiction

- A person who is authorised by law in the relevant jurisdiction to administer oaths or affirmations or to authenticate documents[1]

Healthcare

- Dentist
- Medical practitioner
- Nurse
- Pharmacist

JP

- Justice of the Peace[1]

Law enforcement

- Police officer
- Sheriff
- Sheriff's officer

Post office

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public

Accountant

- who is a fellow of the National Tax Accountants' Association; or
- who is a member of any of the following:
  - Chartered Accountants Australia and New Zealand;
  - the Association of Taxation and Management Accountants;
  - CPA Australia;
  - the Institute of Public Accountants

Diplomatic service

- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)[1]
- Employee of the Australian Trade and Investment Commission who is:
  - in a country or place outside of Australia; and
  - authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
  - exercising his or her function at that place

Financial institutions (e.g. bank, building society, credit union)

- An officer with two or more continuous years of service in Australia
- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having two or more continuous years of service with one or more licensees
- An officer of an Australian bank, building society or finance company branch or office located in a foreign jurisdiction with two or more years of continuous service (includes an employee of Westpac New Zealand Limited with two or more years of continuous service)

For a complete list of people who can certify your identification documents please refer to our website **bt.com.au/personal/help/how-to-certify-id.html**

[1] Authorised to certify a copy of your document when overseas.

Post a signed copy of this completed form to St.George Margin Lending, Reply Paid 1467, Royal Exchange NSW 1225

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