



Instruction sheet

Completing the identification form for Australian companies

Identification and Verification

Anti-Money Laundering & Counter-Terrorism Financing laws require Bankwest to establish the identity of its clients (and other persons associated with their account).

We have prepared this instruction sheet to assist you in completing the attached form to provide Bankwest with confirmation relating to the identification of your customers.

What to complete?

The below table provides you with a guide to which sections you need to complete as identified by a solid dot (●) and also provides a brief explanation of each of the sections.

Section	Australian Company
1.1 General information	●
1.2 Regulatory/Listing details	●
1.3 Company Type	●
1.4 Directors	● Complete Section 1.4 only if the company is a 'Proprietary' company.
1.5 Shareholders	● Complete Section 1.5 if the company is a 'Proprietary' company.
2A Australian Company verification procedure	●
2B Record of verification procedure	●
2C Financial Adviser details	●

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Australian Companies Identification and Verification Form

1.1 GENERAL INFORMATION

Full name as registered by ASIC

ACN

Are you a charity? Yes No

Principal business activity

Registered office address (PO Box is NOT acceptable)

Address

Suburb

State

Postcode

Country

Principal place of business (if any) (PO Box is NOT acceptable)

Address

Suburb

State

Postcode

Country

1.2 REGULATORY/LISTING DETAILS (select if any of the following categories apply to the company and provide the information requested)

Regulated company (licensed by an Australian Commonwealth, State or Territory statutory regulator)

Regulator name

Licence details

Australian listed company

Name of market / exchange

Majority-owned subsidiary of an Australian listed company

Australian listed company name

Name of market / exchange

Australian proprietary company – not regulated

1.3 COMPANY TYPE (select only one of the following categories)

Public

Proprietary Go to section 1.4 below

1.4 DIRECTORS (ONLY NEEDS TO BE COMPLETED FOR PROPRIETARY COMPANIES)

This section does NOT need to be completed for Australian public and listed companies.

How many directors are there? Provide full name and address of each director below.

Director 1

Full given name(s)

Surname

Residential address (PO Box is NOT acceptable)

Address

Suburb

State

Postcode

Country

Director 2

Full given name(s)

Surname

Residential address (PO Box is NOT acceptable)

Address

Suburb

State

Postcode

Country

Director 3

Full given name(s)

Surname

Residential address (PO Box is NOT acceptable)

Address

Suburb

State

Postcode

Country

Director 4

Full given name(s)

Surname

Residential address (PO Box is NOT acceptable)

Address

Suburb

State

Postcode

Country

If there are more directors, provide details on a separate sheet.

1.5 SHAREHOLDERS (ONLY NEEDS TO BE COMPLETED FOR PROPRIETARY COMPANIES)

Provide details of **ALL individuals** who are the ultimate beneficial owners through one or more shareholdings of more than 25% of the company's issued capital.

Shareholder 1

Full given name(s)

Surname

Residential address (PO Box is NOT acceptable)

Address

Suburb

State

Postcode

Country

Shareholder 2

Full given name(s)

Surname

Residential address (PO Box is NOT acceptable)

Address

Suburb

State

Postcode

Country

Shareholder 3

Full given name(s)

Surname

Residential address (PO Box is NOT acceptable)

Address

Suburb

State

Postcode

Country

SECTION 2A: AUSTRALIAN COMPANY VERIFICATION PROCEDURE

Standard verification procedure

Verify:

- The full name of the company as registered by ASIC
- Whether the company is registered as a proprietary or a public company
- The ACN issued to the company.

Tick ✓	Verification options (select one of the following options used to verify the Company)
<input type="checkbox"/>	Perform a search of the relevant ASIC database
<input type="checkbox"/>	If the ASIC database is not reasonably available, an original or certified copy of the certification of registration issued by ASIC

Alternative verification procedure

For a company which is an Australian listed company, a majority owned subsidiary of an Australian listed company or is a regulated company (ie licensed by an Australian Commonwealth, State or Territory statutory regulator).

Verify:

- That the company is an Australian listed company (if applicable)
- That the company is a majority owned subsidiary of an Australian listed company (if applicable)
- That the company is a regulated company (if applicable).

Tick ✓	Verification options (select one of the following options used to verify the Company)
<input type="checkbox"/>	Perform a search of the relevant market/exchange
<input type="checkbox"/>	Perform a search of the relevant ASIC database
<input type="checkbox"/>	Perform a search of the licence or other records of the relevant Commonwealth, State or Territory statutory regulator
<input type="checkbox"/>	A public document issued by the relevant company

SECTION 2B: RECORD OF VERIFICATION PROCEDURE

IMPORTANT:

- **Complete** the ID Document Details below,
- **Retain** the original certified copies of relevant ID documents for at least 7 years from the date the account is closed

ID document details	Document 1	Document 2
Verified from	<input type="checkbox"/> Performed search <input type="checkbox"/> Original <input type="checkbox"/> Certified Copy	<input type="checkbox"/> Performed search <input type="checkbox"/> Original <input type="checkbox"/> Certified Copy
Document Issuer/Website	<input type="text"/>	<input type="text"/>
Public Document Type	<input type="text"/>	<input type="text"/>
Issue date/Search date	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

SECTION 2C: FINANCIAL PLANNER DETAILS – identification and verification conducted by:

Date verified / /

Financial Planner's Name

Phone No.

AFS Licensee Name

AFSL No.

If the company is an Australian company, the form is now **COMPLETE**. Receipt of a completed form will constitute your agreement as a reporting entity that you have completed the identification and verification process for the purposes of Anti-Money Laundering and Counter-Terrorism Financing laws.