

Domestic Proprietary Company Identification Checklist

This checklist is a guide to help you understand what customer information is collected and checked before any financial product or service can be provided. The following is required to ensure we can meet our regulatory obligations.

What is a Domestic Proprietary Company?

A Domestic Proprietary Company is a legal entity conducting its affairs in Australia, with the most common forms being Proprietary Limited or Pty Ltd.

New to Bank Customer Onboarding Requirements

Documents to bring for on-boarding	<ul style="list-style-type: none"> Current Australian Securities & Investments Commission (ASIC) search
What the bank needs to verify	<ul style="list-style-type: none"> Full company name as registered with ASIC Australian Company Number (ACN) Entity Subtype Beneficial Owner/s of the Company in accordance with the Know Your Customer (KYC) procedure for Individuals Each Signatory to the customer's account in accordance with the applicable KYC procedure for the Individual Signatory
Other information that needs to be provided to the bank	<ul style="list-style-type: none"> Full address of the principal place of business and registered office address The name of each Director of the company Industry Code/information Tax Residency Information of the Company, Countries of Tax Residency and corresponding Tax Identification Numbers
Who needs to be identified	<ul style="list-style-type: none"> Two directors or a director (if a sole director company) Account Signatories; and Beneficial Owners of the Company
Who is the contact person (any of)	<ul style="list-style-type: none"> Director Secretary Beneficial Owner Chief Financial Officer
Who is the beneficial owner	<ul style="list-style-type: none"> Any individual who directly or indirectly owns 25% or more of the shares. If there are no individuals who own 25% or more of the company, then the beneficial owner would be any individual who controls the company through their capacity to determine decisions about the financial and operating policies.
NFP/Charity Status	<ul style="list-style-type: none"> An organisation can meet the requirements of being a not-for-profit or charity by having statements (clauses) in its covering document and following them. For example: <ul style="list-style-type: none"> The Not-For-Profit Clause The Dissolution Clause The Deductible Gift Recipient (DGR) Revocation Clause Australian Charities and Not-For-Profit Commission (ACNC) search showing current responsible people (if registered) can also be used to show current office holders. Note: If a company is registered with ACNC, their reporting obligation to ASIC changes, whereby the ACNC usually holds the accurate register of directors over ASIC

Requirements for Account Origination and Maintenance of Authorised Signatories

Documents required	<ul style="list-style-type: none">• Completed Application and Authority for Business Accounts (004-396 or 006-191)• ASIC search• ACNC search showing current responsible people (if registered)
Who needs to sign the account authority form declaration (A153)	<ul style="list-style-type: none">• Two Directors; or• Director and Secretary; or• Sole Director
What the bank needs to verify	<ul style="list-style-type: none">• Name of Organisation• Position of persons authorised to sign Application and Authority for Business Accounts (004-396 or 006-191)• Individual KYC requirements for all signatories and beneficial owners (note: refresh of KYC information may be required for existing customers).
How to verify a change in responsible person authorised to sign the account authority declaration	<ul style="list-style-type: none">• Verification of change of directors can be confirmed via a current ASIC search. For charitable organisations that are registered with ACNC, an ACNC search should be used.

Documents the customer must provide

- ✓ Identification documents for each Beneficial Owner, account signatory and director (if any) (as detailed overleaf)
- ✓ Completed Application and Authority for Business Accounts (004-396 or 006-191) – required for account opening and updating authorities

How do I provide this information?

Original documents must be presented or certified copies can be provided to your local branch or Bank representative.

How do I get my documents certified?

To be correctly certified the required documents must be clearly noted as 'True copy of the original document' and signed by a prescribed person. For further details of parties who can certify copies please refer to your representative for further assistance.

What if I cannot provide the information required?

If you are unable to provide the minimum requirements we may not be able to provide the requested product or service. Where key documents no longer exist, alternative documents may be considered on a case-by-case basis. Please speak to your representative for further assistance.

For further information regarding customer identification and how we are meeting our regulatory obligations refer to:

commbank.com.au/about-us/who-we-are/sustainability/sustainable-business-practices/anti-money-laundering-and-counter-terrorism-financing

Individual Customer Identification Checklist

‘Building a brighter future for all’ – is why we exist and what we are here to do for our customers, people and communities.

This checklist is a guide to help you understand what customer information is collected and verified before any financial product or service can be provided. The following is required to ensure we can meet our regulatory obligations.

Customer to provide

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| ✓ Full name (including any other names known by, if any) | ✓ Country or countries of Tax Residency and corresponding Tax Identification Numbers |
| ✓ Residential address | ✓ Occupation and employment details |
| ✓ Postal address (if different from residential address) | If a Sole Trader |
| ✓ Date of birth | ✓ Full business name, principal place of business address, industry, and Australian Business Number (ABN) (if any) |
| ✓ Contact details including phone number and email address | |

Customer documents required to verify full name AND either residential address OR date of birth

Provide one Primary Photographic Document:

- ✓ Australian Passport (can be accepted two years from the expiry date)
- ✓ Australian or New Zealand Driver Licence
- ✓ Proof of Age Card – Australian State or Territory
- ✓ NSW Photo Card or WA Photo Card
- ✓ International Passport or travel document*
- ✓ ImmiCard/Visa Evidence Card
- ✓ Foreign National Identity Card*
- ✓ Firearms Licence – Australian State or Territory

OR

Two Primary Non-Photographic Documents:

- ✓ Birth Certificate or Birth Extract
- ✓ International Birth Certificate*
- ✓ Australian or Foreign Citizenship Certificate
- ✓ Pension or Health Care Card issued by Centrelink/ Department of Human Services or Department of Veterans' Affairs

OR

One Primary Non-Photographic AND one Secondary Document

Secondary Document:

- ✓ A notice from the Commonwealth/State or Territory issued to the person and containing their name and residential address, and records the provision of financial benefits to that person (issued within the preceding 12 months)
- ✓ A letter from the Australian Tax Office (ATO) including notice of assessment containing name and residential address (issued within the preceding 12 months)
- ✓ A utilities notice from a local government body (e.g. Council rates bill) or utility (e.g. gas, electricity or water bill) provider showing name and residential address, and indicates provision of services to that person (issued within the preceding 3 months)
- ✓ Foreign Driver Licence
- ✓ Commonwealth/State or Territory Security Guard/Crowd Safety Officer Identity Card
- ✓ NSW Security Licence
- ✓ Australian Defence Force Identity Card (excluding spouse cards)

* Issued by foreign government, the United Nations (UN) or an agency of the UN.

How do I provide this information?

- Original or certified copies of documents must be provided.
- All documents must be current and not expired unless otherwise stated.
- Digital driver licences are not an acceptable form of identification.

How do I get my documents certified?

To be correctly certified the required documents must be clearly noted as a ‘True copy of the original document’ and signed by a prescribed person. For further details of parties who can certify copies please refer to your representative for further assistance.

What if my documents aren't in English?

If your identification documents are not in English then a translation of each document is required. All translations must be completed by a translator who is accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) or an equivalent.

What happens if the name on my identification document is different or has changed?

If the name on your identification document has changed since it was issued, then a Change of Name Certificate, issued by the Registry of Births Deaths and Marriages must also be provided.

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commbank.com.au/about-us/who-we-are/sustainability/sustainable-business-practices/anti-money-laundering-and-counter-terrorism-financing