

# Unregulated trust identification checklist.



**Our purpose is to improve the financial wellbeing of our customers and communities.**

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 an Unregulated Trust?

An Unregulated Trust is not regulated by or Government or regulatory body. Examples include:

- Unit Trust,
- Discretionary Trust,
- Family Trust,
- Insolvency Appointment,
- Deceased Estate,
- Managed Fund and
- Other Trust Type

*Please note - for a Self Managed Superannuation Fund use the Self Managed Superannuation Fund Identification Checklist*

## Customer to provide

## We need to verify

✓ Full name of the trust	Yes
✓ Full business name (if any) of the trustee	
✓ The full name of the settlor of the trust (unless the initial settlement was less than \$10,000 or the settlor is deceased)	Yes
✓ Full name of each beneficiary of the trust (or details of the class)	
✓ Trust type	
✓ Industry in which the trust operates	
✓ Confirmation where the primary business activity is investing*	
✓ Tax Residency information of the trust. Countries of Tax Residency and corresponding Tax Identification Numbers.	
✓ Country in which the trust was established	Yes
✓ Identification information for all individual and corporate trustees (if applicable)	Yes
✓ Identification information for each signatory to the account	Yes

\* If company earns more than 50% of its total income from investment activities

## Documents the customer must provide

- ✓ Identification documents for each individual trustee and account signatory (as detailed overleaf)
- ✓ Identification documents for each corporate trustee being on-boarded, if any (as per company identification requirements)
- ✓ Original, certified copy or certified extract of the Trust Deed including front page, schedule and execution page. These pages must display trust name, trustee names, beneficiaries, settlor name and amount (where applicable).  
*OR, if above unavailable*
- ✓ Original, certified copy or certified extract of notice from the Australian Taxation Office (less than 12 months old)

## How do I provide this information?

Original documents must be presented or certified copies can be provided with application forms (if applicable) 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.

# Individual Customer Identification Checklist.



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## Customer to provide

- |                                                               |                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| ✓ 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                                                                                |
| ✓ Full postal address (if different from residential address) | <b>If a Sole Trader</b>                                                                                            |
| ✓ Date of birth                                               | ✓ Full business name, principal place of business address, industry, and Australian Business Number (ABN) (if any) |
| ✓ Full contact details including telephone and email address  |                                                                                                                    |

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

- |                                                                                                                   |                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Provide one Primary Photographic Document:</b>                                                                 | <b>OR</b>                                                                                                                                                                                                                                                             |
| ✓ Australian or New Zealand drivers licence                                                                       | <b>One Primary Non-Photographic AND one Secondary Document</b>                                                                                                                                                                                                        |
| ✓ Australian Passport (can be accepted two years from the expiry date)                                            | <b>Secondary Document:</b>                                                                                                                                                                                                                                            |
| ✓ International Passport or travel 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)                                  |
| ✓ Government issued Firearms licence                                                                              | ✓ Australian Tax Office (ATO) notice containing name and residential address (issued within the preceding 12 months)                                                                                                                                                  |
| ✓ Foreign National Identity Card*                                                                                 | ✓ 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) |
| ✓ Proof of Age card – Australian State or Territory                                                               | ✓ Overseas drivers licence                                                                                                                                                                                                                                            |
| ✓ NSW Photo Card/Birth Card or WA Photo Card                                                                      | ✓ Commonwealth / State or Territory security guard / crowd safety officer identity card                                                                                                                                                                               |
| <b>OR</b>                                                                                                         |                                                                                                                                                                                                                                                                       |
| <b>Two Primary Non-Photographic Documents:</b>                                                                    |                                                                                                                                                                                                                                                                       |
| ✓ Australian or foreign birth certificate or extract                                                              |                                                                                                                                                                                                                                                                       |
| ✓ Australian or foreign citizenship certificate                                                                   |                                                                                                                                                                                                                                                                       |
| ✓ Pension or Health care card issued by Centrelink/Department of Human Services or Department of Veterans Affairs |                                                                                                                                                                                                                                                                       |
| ✓ Australian drivers licence (not containing a photograph of the person)                                          |                                                                                                                                                                                                                                                                       |
- \* issued by foreign government, the United Nations (UN) or an agency of the UN

### How do I provide this information?

- Original documents must be presented or certified copies can be provided.
- All documents must be current and not expired unless otherwise stated.
- Digital drivers 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 '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 the identification document is different or has changed?

If the name on the 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.

For further information on customer identification and how CommBank is meeting its regulatory obligations please go to:

<https://www.commbank.com.au/about-us/opportunity-initiatives/opportunity-from-good-business-practice/sustainable-business-practices/anti-money-laundering-and-counter-terrorism-financing.html>