

## Regulated Trust Identification Checklist

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.

### What is a Trust?

A Trust is a legal structure that holds and uses funds, property or other assets for its beneficiaries. Trusts are managed by trustees. Trusts will have a trust deed outlining terms, objectives and powers and responsibilities of trustees.

### New to Bank Customer Onboarding Requirements

<b>Documents to bring for on-boarding</b>	<ul style="list-style-type: none"> <li>Trust Deed – An original, or certified copy of the Trust Deed including the front page, schedule and execution pages. These pages must display trust name, trustee names, beneficiaries, settlors name and settlement amount (where applicable)</li> <li>Information memorandum (for Managed Investment Schemes)</li> <li>Evidence of Australian Financial Services Licence (AFSL) (for Managed Investment Schemes)</li> <li>Identification information for trustees/corporate trustees and all account signatories</li> </ul>
<b>What the bank needs to verify</b>	<ul style="list-style-type: none"> <li>Verify that the trust is one of the following: <ul style="list-style-type: none"> <li>A managed investment scheme registered by ASIC;</li> <li>A managed investment scheme that is not registered by ASIC and that only has wholesale clients and does not make small scale offerings to which Section 1012E of the <i>Corporations Act 2001</i> (Cth) applies;</li> <li>Registered and subject to the regulatory oversight of a commonwealth statutory regulator in relation to its activities as a trust; or</li> <li>A government superannuation fund established by legislation</li> </ul> </li> <li>Each signatory to the customer's account in accordance with the relevant Know Your Customer (KYC) procedure for the individual signatory/entity signatory</li> </ul>
<b>Other information that needs to be provided to the bank</b>	<ul style="list-style-type: none"> <li>Full name of the trust (if any)</li> <li>Full business name (if applicable) of the trustee</li> <li>Who are the trustees</li> <li>Type of trust Industry code/information</li> <li>Country in which the trust was established</li> </ul>
<b>Who needs to visit the branch/be identified</b>	<ul style="list-style-type: none"> <li>Individual Trustees</li> <li>Directors for Corporate Trustees</li> <li>Account signatories; and</li> <li>Beneficial owners</li> </ul>
<b>Who is the contact person (any of)</b>	<ul style="list-style-type: none"> <li>Individual Trustee;</li> <li>Directors of the Corporate Trustee; or</li> <li>Beneficial Owners</li> </ul>
<b>Who is the beneficial owner</b>	<ul style="list-style-type: none"> <li>Not applicable to regulated trusts</li> </ul>

## Requirements for Account Origination and Maintenance of Authorised Signatories

<b>Documents required</b>	<ul style="list-style-type: none"><li>Completed Application and Authority for Business Accounts (004-396 or 006-191) and;</li><li>Trust Deed – original or certified copy of the original showing name of trust and trustees</li><li>Australian Charities and Not-for-profit Commission (ACNC) search showing current responsible people (if registered).</li><li>Identification for all persons who will be an authorised signatory to the account</li></ul>
<b>Who needs to sign the account authority form declaration (A153)</b>	<ul style="list-style-type: none"><li>All individual trustees or corporate trustees in accordance with company signing requirements</li></ul>
<b>What the bank needs to verify</b>	<ul style="list-style-type: none"><li>Full name of the trust (if any)</li><li>Position of persons authorised to sign Application and Authority for Business Accounts (004-396 or 006-191)</li><li>Individual KYC requirements for all signatories (<b>Note:</b> Refresh of KYC information may be required for existing customers)</li></ul>
<b>How to verify a change in responsible person authorised to sign the account authority declaration</b>	<ul style="list-style-type: none"><li>Verification of change of trustees can be done via an original or certified copy of a deed of amendment to the trust deed; and</li><li>Completed Application and Authority for Business Accounts (004-396 or 006-191)</li></ul>

## 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 relevant checklist)
- ✓ Original, Certified Copy or Certified Extract of the Trust Deed
- ✓ 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 (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 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 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](https://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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|--|---|
| <ul style="list-style-type: none"> <li>✓ Full name (including any other names known by, if any)</li> <li>✓ Residential address</li> <li>✓ Postal address (if different from residential address)</li> <li>✓ Date of birth</li> <li>✓ Contact details including phone number and email address</li> </ul> | <ul style="list-style-type: none"> <li>✓ Country or countries of Tax Residency and corresponding Tax Identification Numbers</li> <li>✓ Occupation and employment details</li> </ul> <p><b>If a Sole Trader</b></p> <ul style="list-style-type: none"> <li>✓ Full business name, principal place of business address, industry, and Australian Business Number (ABN) (if any)</li> </ul> |
|--|---|

## 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.

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