

# ACIP Reviews

## What documentation do I need to provide?

To complete your ACIP Review request, you will need to provide the client identification form (or equivalent), and proof of identity documentation for the list of clients we have sent you.

This guide provides you information on what identification documentation we'll need, by customer type, to satisfy our obligations under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act).

Customer Type and account type the client holds	Documentation required
<p><b>Individual</b> Investment, super, pension and cash</p> <p><b>Joint</b> Investment and cash</p> <p><b>Sole Trader</b> Investment and cash</p>	<p>The documentation used to verify the identity of individuals, being either a photographic identity document, or two types of non-photographic identity documents.</p> <p>More information on the last page.</p>
<p><b>Trusts</b></p> <ul style="list-style-type: none"> <li>– Registered managed investment scheme</li> <li>– Regulated Trust</li> <li>– Government super fund</li> <li>– Standard Trust (family, unit, unregulated, etc)</li> </ul> <p>Investment and cash</p>	<p><b>Registered Managed Investment Scheme (MIS):</b></p> <ul style="list-style-type: none"> <li>– Evidence of that the Registered MIS is listed on <a href="http://asic.gov.au">asic.gov.au</a> with the Australian Registered Scheme Number (ARSN)</li> </ul> <p><b>Regulated Trust:</b></p> <ul style="list-style-type: none"> <li>– Evidence that the trust is listed on the government regulator database to confirm it is licensed and subject to regulatory oversight by an Australian Commonwealth regulator ie <a href="http://apra.gov.au">apra.gov.au</a></li> </ul> <p><b>Government Super Fund:</b></p> <p>One of the following:</p> <ul style="list-style-type: none"> <li>– Search the Super Fund Lookup database (evidence of search)</li> <li>– The following details on the extract of the legislation that established the fund: legislation name, URL where the legislation was confirmed and search date</li> </ul> <p><b>Standard Trust (eg family, testamentary, unit, unregulated trust):</b></p> <p>One of the following:</p> <ul style="list-style-type: none"> <li>– The Trust Deed, or certified copy, where the names of the trust, trustees and beneficiaries are evident</li> <li>– Certified extract of the Trust Deed where the names of the trust, trustees and beneficiaries or membership class, Settlor(s) where applicable, and execution page are evident</li> <li>– Settlement Deed or other document that contains a declaration of Trust where the names of the Trust and/or Settlor(s) are evident</li> <li>– A notice issued by the ATO within the last 12 months (eg Notice of Assessment)</li> <li>– ABN Lookup search</li> <li>– A letter from a solicitor or qualified accountant that confirms the name of the Trust and/or Settlor(s) within the last 12 months</li> </ul>

All trustees of a Standard Trust, refer to the identification document requirements for an Individual or Company (including identification documentation for the beneficial owner(s)) as the context requires.

In all cases, identification documents (refer to customer type Individual) should also be provided for anyone else with online access to the account (eg authorised operators).

### **Company**

- Proprietary Company
  - Public Listed Company
- Investment and cash

### **Proprietary Company:**

One of the following:

- Search of the relevant ASIC database
- Certificate of registration issued by ASIC
- Public document issued by the company within the last 12 months (eg audited annual accounts)

Identification documents (refer to customer type Individual) should also be provided for the beneficial owner.

### **Public Listed Company:**

One of the following:

- Search of the relevant domestic stock exchange
- Public document issued by the company within the last 12 months (eg audited annual accounts).

In all cases, identification documents (refer to customer type Individual) should also be provided for anyone else with online access to the account (eg authorised operators).

---

### **Self Managed Super Fund (SMSF)**

- Individual Trustee
  - Corporate Trustee
- Investment and cash

The documentation used to verify the SMSF:

- Search of the ATO Super Fund look up service which displays the SMSF status as 'Complying' ([superfundlookup.gov.au](http://superfundlookup.gov.au)). If the SMSF does not have a status of 'Complying' displayed on the ATO Super Fund look up service, then the documentation listed for the customer type Standard Trust (family trust, a testamentary trust or other unregulated trust).
- At least one trustee must provide the identification documents for an Individual or Company (including identification documentation for the beneficial owner(s)) as the context requires.

Identification documents (refer to customer type Individual) should also be provided for anyone else with online access to the account (eg authorised operators).

---

### **Others**

- Partnerships
  - Associations
- Investment and cash

### **Unregulated Partnerships**

One of the following:

- An original, a certified copy or certified extract of the partnership agreement
- A certified copy or a certified extract of minutes of a partnership meeting
- A search of the relevant ASIC, government or other regulator's database (such as ABN lookup)
- A notice issued by the Australian Taxation Office within the last 12 months eg Notice of Assessment. Block out the TFN before scanning, copying or storing this document
- An original or certified copy of a certificate of registration of business name issued by a government or government agency in Australia.
- A letter from a solicitor or qualified accountant that confirms the name of the partnership within the last 12 months
- Identification documents should be provided for at least one partner, all beneficial owners (refer to the relevant customer type) and for anyone else with online access to the account (eg authorised operators).

### **Regulated Partnership**

One of the following:

- An original, a certified copy or certified extract of the partnership agreement
- A certified copy or a certified extract of minutes of a partnership meeting
- Membership details independently sourced from the relevant professional association
- An original current membership certificate (or equivalent)
- A search of the relevant ASIC, government or other regulator's database (such as ABN lookup)
- An original or certified copy of a certificate of registration of business name issued by a government or government agency in Australia.
- A notice issued by the Australian Taxation Office within the last 12 months eg Notice of Assessment. Block out the TFN before scanning, copying or storing this document

The membership to a professional association must be verified from:

- Membership details independently sourced from the relevant professional association
- An original current membership certificate (or equivalent)

Identification documents should be provided for at least one partner, all beneficial owners (refer to the relevant customer type) and for anyone else with online access to the account (eg authorised operators).

### **Incorporated Association**

One of the following:

- Search of the relevant ASIC database
- Search of the relevant government database responsible for the incorporation
- For strata corporations, the Lands Title Office search
- ASIC certificate of registration or equivalent document issued by an Australian or foreign Government Body
- A certified copy or certified extract of the constitution or rules of the association
- A certified copy or a certified extract of minutes of the association
- If a body corporate, either of the following: search of the relevant government online directory or copy of the legislation establishing the body corporate.

Identification documents should be provided for all beneficial owners and for anyone else with online access to the account (eg authorised operators).

### **Unincorporated Association**

Select one of the following options for identification documentation used to verify an incorporated association:

- Search of the relevant government regulator database (eg ABN Lookup)
- A certified copy or certified extract of the constitution or rules of the association
- A certified copy or a certified extract of minutes of the association

Identification documents should be provided for all members seeking to open the account, all beneficial owners and for anyone else with online access to the account (eg authorised operators).

## How to identify an individual

You can verify the identity of an individual with either **one photographic identity document**, or **two types of non-photographic identity documents**.



### Verify **ONE** photographic identity document (either Australian or International)

#### Australian photographic identity documents

- Current Australian driver's licence
- Australian passport (either a current, or expired within the last 2 years but must not be cancelled, defaced or mutilated).
- Current proof of age card (from an Australian state or territory)

#### International identity documents

If the document is not in English it must be accompanied by an accredited English translation.

- Current foreign passport
- Current foreign driver's licence
- Current foreign national identity card
- Current foreign travel document.



### Or verify **TWO** non-photographic identity documents (one from each list)

#### Verify **ONE** of these:

- Full Australian birth certificate
- Australian citizenship document
- Foreign citizenship document
- Foreign birth certificate
- Centrelink pension card (Australian)
- Centrelink health care card (Australian)

#### And verify **ONE** of these:

- Medicare card
- Financial benefits notice issued by the Commonwealth or a State/Territory within the last 12 months
- ATO notice of debt or assessment issued within the last 12 months
- Australian marriage certificate
- Australian Government card issued for the purpose of identification
- Australian Department of Veterans' Affairs pension concession card
- Utilities notice issued by a local government or utilities provider within the last 3 months
- A current tenancy/lease agreement
- If the individual is under the age of 18 years, notice issued by the principal of a school within the last 3 months
- Student ID card – Australian high education (TAFE or university)
- Foreign drivers licence which does not contain a photograph.

## For more information

Licensee Governance team | [licenseegovernance@btfinancialgroup.com](mailto:licenseegovernance@btfinancialgroup.com)



### Disclaimer

Information current as at August 2022. © 2022 BT – part of Westpac Banking Corporation

This communication has been prepared for use by advisers only. It must not be made available to any client and any information in it must not be communicated to any client. This document provides an overview or summary only and it should not be considered a comprehensive statement on any matter or relied upon as such.

BT00101-0822