



# BT Customer Identification Procedure Form Australian & Foreign Government Body

## SECTION 1: GOVERNMENT BODY IDENTIFICATION PROCEDURE (MANDATORY)

### 1.1 GENERAL INFORMATION

Investor number (if known)

Full Name of the Government Body

Any other name of the Government Body (if any)

Full address of the government body's registered office (not a PO Box)

State

Postcode

Country, if not Australia

Full address of the government body principal place of operations (not a PO Box)

State

Postcode

Country, if not Australia

ABN (if any)

Government type/category (agency or emanation, or is established under legislation of the Commonwealth of Australia, an Australian State / Territory or a foreign country)

Date of establishment (DD/MM/YYYY)

## SECTION 2: TAX RESIDENCY (MANDATORY)

Is the Government Body a resident of a country other than Australia for tax purposes?

Yes. Date the government body became a non-resident for tax purposes (complete section 2)

No (proceed to section 3)

Provide the country/countries outside of Australia in which the government body is a resident for tax purposes and country's associated Tax Identification Number (TIN)\*

\* A TIN is an identifying number or equivalent used for tax purposes. 'TIN not issued' is only applicable to specific countries.

For more details go to <https://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/>

**Note:** If there are more than 3 countries in which the government body is a tax resident, please provide the details on a separate paper.

Country 1 (Primary country of residence for tax purposes)

Foreign TIN 1

Reason (if TIN not applicable)

TIN not issued

Country 2

Foreign TIN 2

Reason (if TIN not applicable)

TIN not issued

Country 3

Foreign TIN 3

Reason (if TIN not applicable)

TIN not issued

## SECTION 3: FOREIGN GOVERNMENT INFORMATION (MANDATORY)

Is the Government body a foreign country government body, i.e. a Government body established outside of Australia?

Yes – complete Sections 3 and 4

No – go to section 5

Foreign Country of establishment

The foreign Government body is: (Select one)

A government agency or emanation (e.g. agency/department) of the foreign country; or

An authority (established under legislation) of the foreign country; or

A local government council or equivalent body



**SECTION 4: BENEFICIAL OWNERSHIP (ONLY REQUIRED IF A FOREIGN GOVERNMENT BODY)**

Provide the names of each individual member that owns directly or indirectly 25% or more of the Foreign Government body, if no such person, each individual that controls the Foreign Government body, such as Head of the Foreign Government body.

**Complete separate individual customer ID Forms for each of these individuals.**

Role	Full given name(s)	Surname

Tick here if there are more than 4 Beneficial Owners and provide details on a separate sheet

**SECTION 5: AUSTRALIAN GOVERNMENT INFORMATION (MANDATORY)**

The domestic (Australian) Government body is: (Select one)

- A government agency or emanation (e.g. agency/department) of the Commonwealth
- An authority (established under legislation) of the Commonwealth
- A local government council
- A government agency or emanation (e.g. agency/department) of the State/Territory
- An authority (established under legislation) of the State/Territory

If the Government body is an Australian State or Territory Government body, what is the State or Territory of establishment?

**SECTION 6: ADDITIONAL INFORMATION (MANDATORY)**

**6.1 SOURCE OF FUNDS**

This refers to where the government body funds came from in regard to deposits into the account. Please note the government body may have multiple sources of funds. Please indicate all sources of funds below.

- Commission
- Business income
- Investment income
- Rental income
- Capital injection
- Government grant
- Liquidation of assets
- Gift/donation
- Tax refund
- Additional Sources (Please specify)
- Bonus
- Business profit
- Corporate investments
- Loan
- Insurance payment
- Sale of assets
- Mergers and acquisitions
- Controlled money account
- Compensation payment

**6.2 SOURCE OF WEALTH**

This refers to where or how the government body has built its net worth. Please note that the government body may have multiple sources of wealth. Please indicate all sources of wealth below.

- Business income
- Investment income
- Rental income
- Owns property
- Sale of assets
- Gift/Donation
- None
- Additional Sources (Please specify)
- Business profit
- Corporate investments
- Insurance payment
- Compensation payment
- Liquidation of assets
- Mergers and acquisitions
- Controlled money account

**6.3 PRIVACY STATEMENT**

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at [www.bt.com.au/privacy/privacy-statement](http://www.bt.com.au/privacy/privacy-statement) or by calling us. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information but, if you don't, we may not be able to process your request.



**SECTION 7: GOVERNMENT BODY VERIFICATION PROCEDURE (MANDATORY)**

**Information to be verified**

Full name of the government body

- Full address of the government body's principal place of operations (not a PO Box)
- Whether the government body is an agency or emanation, or is established under legislation of the Commonwealth of Australia, an Australian State/Territory or a foreign country
- Name of Australian State/Territory or foreign country of establishment

**Important**

- Ensure that individual customer ID Forms have been provided for Foreign Government Bodies as per section 4 (if applicable); or
- Alternatively, if these individuals are existing customers, they may complete ID verification through the BT Panorama website or mobile app.
- Attach a legible certified copy of the ID documentation used to verify the government body (and any required translation).
- Documents that are written in a language that is not English must be accompanied by an English translation prepared by National Accreditation Authority for Translators and Interpreters (NAATI) translator.

Tick	Verification options (select at least ONE of the following options used to verify the Government Body)
<input type="checkbox"/>	A search of the relevant Commonwealth, State, Territory or Foreign government website for confirmation of the body's existence
<input type="checkbox"/>	A search of the relevant Commonwealth, State, Territory or Foreign Country register of government bodies (e.g. Australian Government Online Directory at <a href="http://www.directory.gov.au">www.directory.gov.au</a> )
<input type="checkbox"/>	A copy or extract of the legislation establishing the body obtained from a reliable and independent source, such as a Government website

**SECTION 8: AUTHORISED PERSON DECLARATION (MANDATORY)**

I declare that to the best of my knowledge the information I have provided above is true and correct as at the date of this document. I understand that it is an offence to knowingly give false or misleading information or knowingly produce a false or misleading document under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act 2006)*, and the *Tax Laws Amendment (Implementation of the Common Reporting Standard) Act 2016*.

Full Name

Position Held

Signature of Authorised Person 1 ([Wet \(pen\) signature](#) required)

Date (DD/MM/YYYY)

Full Name

Position Held

Signature of Authorised Person 2 ([Wet \(pen\) signature](#) required)

Date (DD/MM/YYYY)

Full Name

Position Held

Signature of Authorised Person 3 ([Wet \(pen\) signature](#) required)

Date (DD/MM/YYYY)

Full Name

Position Held

Signature of Authorised Person 4 ([Wet \(pen\) signature](#) required)

Date (DD/MM/YYYY)



**SECTION 9: VERIFICATION OF ID AND DECLARATION  
(ADVISERS ONLY)**

This section is mandatory and must be completed by the Client's financial adviser or an authorised representative for the relevant AFSL holder.

Tick the applicable option:

- I have attached a legible original certified copy of the ID that I used to verify the government body (and any required translation).
- I have sighted and retained copies of the necessary original or certified copy of ID as recorded in the 'ID Documents Details' table(s) below.

**ID Document details**

Verified From	<input type="checkbox"/> Performed search <input type="checkbox"/> Copy of legislation sighted
URL link/full name of legislation	
Search date	/ /
Date verified	/ /
Accredited English translation	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted

**By completing and signing this section I declare that:**

- An identity verification procedure has been completed in accordance with the AML/CTF Rules, in the capacity of an AFSL holder or their authorised representative and
- The FATCA information provided is reasonable considering the documentation provided.
- To the best of my knowledge the information I have provided above is true and correct as at the date of this document.
- I understand that it is an offence to knowingly give false or misleading information or knowingly produce a false or misleading document under the *AML/CTF Act 2006*, and the *Tax Laws Amendment (Implementation of the Common Reporting Standard) Act 2016*.
- I confirm that I am the appointed financial adviser, or an authorised representative for the relevant AFSL holder, and that I am duly authorised to act on the Client's behalf in the completion of this form.

AFSL Name (if applicable)

AFSL Number (if applicable)

Representative/Employee Name and Staff ID

Phone number

Signature (Digital (written) signature required)

Date Verification Completed (DD/MM/YYYY)



DECX|BT60760

**APPENDIX A:**

**A. WHAT IS A CERTIFIED COPY OF A DOCUMENT?**

A certified copy is a document that has been certified by an authorised person as a true copy of an original document.

To have your document certified, take the original document and a photocopy of it to one of the persons listed in the categories below.

The certifier will then write or stamp the copy with the words: "I, [full name of authorised certifier], as [select appropriate person from authorised list below], certify that this [name of document] is a true copy of the original [signature and date]"

That person will need to print their name, date and qualification/occupation which makes them an eligible certifier on the photocopy.

If there are multiple pages to the copy, the certifier will need to fully certify each page.

**Note:** Only original certified ID documents must be supplied. Photocopies of certified documents will not be accepted.

**B. LIST OF ELIGIBLE PERSONS WHO CAN CERTIFY YOUR IDENTITY DOCUMENTS**

A document can be certified by the following authorised persons:

**Legal**

- A solicitor or barrister (that is, a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described))
- A judge of a court<sup>1</sup>
- A magistrate
- A chief executive officer of a Commonwealth court<sup>1</sup>
- A registrar or deputy registrar of a court<sup>1</sup>

**Foreign jurisdiction**

- A person who is authorised by law in the relevant jurisdiction to administer oaths or affirmations or to authenticate documents<sup>1</sup>

**Healthcare**

- A Dentist
- A Medical practitioner
- A Nurse
- A Pharmacist

**JP**

- A Justice of the Peace<sup>1</sup>

**Law enforcement officer**

- A police officer
- A Sheriff
- A Sheriff's officer

**Post office**

- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- A permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public

**Accountant**

- who is a fellow of the National Tax Accountants' Association; or
- who is a member of any of the following:
  - Chartered Accountants Australia and New Zealand;
  - the Association of Taxation and Management Accountants;
  - CPA Australia;
  - the Institute of Public Accountants

- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)<sup>1</sup>
- Employee of the Australian Trade and Investment Commission who is:
  - in a country or place outside of Australia; and
  - authorised under paragraph 3(d) of the Consular Fees Act 1955; and – exercising his or her function at that place

**Financial institutions (eg bank, building society, credit union)**

- An officer with two or more continuous years of service in Australia
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees
- An officer of an Australian bank, building society or finance company branch or office located in a foreign jurisdiction with 2 or more years of continuous service (includes or an employee of Westpac New Zealand Limited with 2 or more years of continuous service)

A complete list of people who can certify your identification documents please refer to our website [https://www.bt.com.au/content/dam/public/panorama/pdf/BT\\_Panorama\\_-\\_How\\_to\\_certify\\_documents\\_flyer.PDF](https://www.bt.com.au/content/dam/public/panorama/pdf/BT_Panorama_-_How_to_certify_documents_flyer.PDF)

<sup>1</sup>Authorised to certify a copy of your document when overseas.

The completed form can be sent to us via one of the following methods:

**Your Financial Adviser:** they may require a copy of this form for record keeping purposes or for processing on your behalf.

**Post:** BT Panorama, GPO Box 2861, Adelaide SA 5001

**Questions?** Call us on 1300 881 716 or email [support@panorama.com.au](mailto:support@panorama.com.au)

**BT Financial Group** - A Division of Westpac Banking Corporation  
ABN 33 007 457 141 AFSL and Australian credit licence 233714



DEC|X|BT60760