



BT Customer Identification Procedure Form Partnerships & Partners

SECTION 1: PARTNERSHIP IDENTIFICATION PROCEDURE (MANDATORY)

1.1 GENERAL INFORMATION

Investor number (if known)

Full name of partnership

Registered business name of partnership (if any)

Full business, trading or other name(s) under which the customer carries on their business (if any) (if you have more than one, please attach a separate list)

ABN (if any)

State/Territory, country (if not established in Australia) where partnership established

Date of establishment (DD/MM/YYYY)

Full address of the partnerships principal place of business (not a PO Box)

State

Postcode

Country, if not Australia

Industry type/classification

1.2 TYPE OF PARTNERSHIP (whether partnership is regulated by a professional association and if so, provide the information requested)

Is the partnership regulated by a professional association? *If Yes, provide details below.*

Yes

No

Provide name of association

Provide membership details e.g. member number

1.3 BENEFICIAL OWNERSHIP

Are there any individuals who ultimately own 25% or more of the partnership; or are entitled (either indirectly or directly) to exercise 25% or more of the voting rights of the partnership, including power of veto?

Yes (complete 1.3.1)

No (complete 1.3.2)

1.3.1 BENEFICIAL OWNERS

Provide the names of the individuals who ultimately own 25% or more of the partnership; or are entitled (either indirectly or directly) to exercise 25% or more of the voting rights, including power of veto.

Complete a separate individual customer ID form for each of these individuals.

Full given name(s)	Surname
1.	
2.	
3.	
4.	

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

If Beneficial Owner name/s are provided above proceed to section 1.4.

1.3.2 OTHER BENEFICIAL OWNERS

If there are no individuals who meet the requirement of 1.3.1, provide the names of the individuals who directly or indirectly control* the partnership.

** Includes exercising control through the capacity to determine decisions about financial or operating policies; or by means of trusts, agreements, arrangements, understanding and practices. If no such person can be identified then the most senior managing official/s of the partnership (such as the Managing Partner or Senior Managing Official)*

Complete a separate individual customer ID form for each of these individuals.

Full given name(s)	Surname
1.	

Role (such as managing senior partner)

Full given name(s)	Surname
2.	

Role (such as managing senior partner)

Tick here if there are more than 2 Other Beneficial Owners and provide details on a separate sheet



1.4 PARTNERSHIP DETAILS – REGULATED PARTNERSHIPS

Provide the name of one Partner and complete a separate ID form for them (unless they have already provided a customer ID form in section 1.3).

Individual Partner

Full given name(s) Surname

--	--

Non-individual Partner

Registered Business name

--

1.5 PARTNERSHIP DETAILS – PARTNERSHIPS NOT REGULATED BY A PROFESSIONAL ASSOCIATION

Provide the names of ALL Partners and **complete a separate ID form for them** (unless they have already provided a customer ID form in section 1.3).

Individual Partner(s)

Full given name(s) Surname

1.	
2.	
3.	
4.	

Non-individual Partner(s)

Registered Business name

--

Tick here if there are more Partners and provide details on a separate sheet

SECTION 2: TAX INFORMATION (MANDATORY)

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

Yes. Date the partnership 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 partnership 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 the partnership has more than 3 countries in which it 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: ADDITIONAL INFORMATION (MANDATORY)

3.1 SOURCE OF FUNDS

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

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

--



3.2 SOURCE OF WEALTH

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

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

3.3 STATEMENT AND CONSENT REQUEST

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 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.

Consent Request

By signing below, you consent to us collecting and holding any sensitive information such as health information or information about your racial or ethnic origin which appears on copies of your identity documents. You will not be able to withdraw your consent to Westpac holding this information after it has been provided because Westpac is required to retain copies of identification documents under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act 2006)*.

SECTION 4: PARTNERSHIP VERIFICATION PROCEDURE (MANDATORY)

Information to be verified:

- Complete Part I (for all partnerships) and
- Complete Part II (if the partnership is regulated by a professional association).

Important

- Ensure that individual customer ID Forms have been provided for EACH of the Partnership's Beneficial Owners and Partners;
- Ensure that a customer ID Form has been provided for ONE of the Partners if the Partnership is regulated. If the Partnership is unregulated, ensure a customer ID form has been provided for all Partners; 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 partnership and selected partner/s (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.

PART I – ACCEPTABLE ID DOCUMENTS – to verify partnership name

Tick	Verification options (select one of the following options used to verify the Partnership)
<input type="checkbox"/>	An original, a certified copy or certified extract of the partnership agreement
<input type="checkbox"/>	A certified copy or a certified extract of minutes of partnership meeting
<input type="checkbox"/>	An original current membership certificate (or equivalent) of a professional association
<input type="checkbox"/>	Membership details independently sourced from the relevant professional association
<input type="checkbox"/>	A search of the relevant ASIC, government or other regulator's database (such as ABN lookup)
<input type="checkbox"/>	A notice issued by the Australian Taxation Office within the last 12 months e.g. Notice of Assessment. Block out the TFN before scanning, copying or storing this document
<input type="checkbox"/>	An original or certified copy of a certificate of registration of business name issued by a government or government agency in Australia

PART II – ACCEPTABLE ID DOCUMENTS – to verify membership of a professional association

Tick	Verification options (select one of the following options used to verify the Partnership)
<input type="checkbox"/>	An original current membership certificate (or equivalent)
<input type="checkbox"/>	Membership details independently sourced from the relevant association



SECTION 5: AUTHORISED PERSON DECLARATION AND CONSENT (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 *AML/CTF Act 2006*, and the *Tax Laws Amendment (Implementation of the Common Reporting Standard) Act 2016*.
- I agree to the consents in Section 3.3 Privacy Statement and Consent Request Section.

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 6: 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 partnerships and partners (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 Document 1

Verified rom	<input type="checkbox"/> Performed search	<input type="checkbox"/> Original
	<input type="checkbox"/> Certified cop	
Document Issuer/ website		
Issue date	/ /	
Document number		
Accredited English translation	<input type="checkbox"/> N/A	<input type="checkbox"/> Sighted

ID Document details Document 2 (if required)

Verified rom	<input type="checkbox"/> Performed search	<input type="checkbox"/> Original
	<input type="checkbox"/> Certified cop	
Document Issuer/ website		
Issue date	/ /	
Document number		
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:

- Individual Customer ID Forms have been provided for all of the Partnership's Beneficial Owners
- Customer ID Forms have been provided for one of the Partners; and
- The foreign tax 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 have obtained consent from the Client in relation to Section 3.3 Privacy Statement and Consent Request.
- 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)

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 court¹
- A magistrate
- A chief executive officer of a Commonwealth court¹
- A registrar or deputy registrar of a court¹

Foreign jurisdiction

- A person who is authorised by law in the relevant jurisdiction to administer oaths or affirmations or to authenticate documents¹

Healthcare

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

JP

- A Justice of the Peace¹

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

Diplomatic service

- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)¹
- 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

¹Authorised 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

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

