BT Customer Refresh Form
Australian Company

How to complete this form

Please complete this form online before printing and signing. We will update your details based on the information you provide on this form, or contact you if further information is required.

If you are a:

- customer, complete sections 1 to 4.
- financial adviser or authorised representative, complete sections 1 to 3, and section 5.

Privacy 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.

Your Consent

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 us holding this information after it has been provided because we are required to retain a record of your personal information that is contained in your identification documents under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006.*

SECTION 1: AUSTRALIAN COMPANY IDENTIFICATION (MANDATORY)

1.1 GENERAL INFORMATION

Account number

Company name as registered with ASIC

Does the company have a business, trading or other name (other than the name registered with ASIC) including the parent company name?

☐ No

☐ Yes - provide the full name below. If there is more than one, attach a separate list.

ACN

ABN (if any)

Registered office address (cannot be a PO box)

State	*Postcode*
Country, if not Australia	

Principal place of business

☐ Same as registered office address

☐ Other - enter the principal place of business address (cannot be a PO box)

State	*Postcode*
Country, if not Australia	

Postal address

Note: updates to the postal address on this form below will not update the CHESS registration postal address. To update CHESS registration, submit a 'Change of address on CHESS registration' form via Service requests in Panorama.

☐ Same as the registered office

☐ Same as the principal place of business

☐ Other - enter the postal address

State	*Postcode*
Country, if not Australia	

Provide industry type

Note: if not completing this form online, refer to the 'BT Customer Refresh Form Guide for Australian Companies & Trusts' for the industry types to select from. This guide can be accessed at www.bt.com.au/identification/customer

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1.2 DIRECTORS

Is the company a public company? Refer to the 'Appendix' at the end of this form for the definition of 'public company'.

☐ No

☐ Yes - skip to section 3

How many directors does the company have?

Provide details of each director. If there are more than 4 directors, provide details on a separate sheet.

If the director is also a shareholder beneficial owner or controller, a 'BT Customer Refresh form - Individuals & Sole Traders' is also required. This form can be accessed at www.bt.com.au/identification/customer

Director 1

Title

Full given name(s) - including middle name

Surname

Is Director 1 also a shareholder beneficial owner or controller?

- ☐ Yes - additional 'BT Customer Refresh Form - Individuals & Sole Traders' required
- ☐ No

Director 2

Title

Full given name(s) - including middle name

Surname

Is Director 2 also a shareholder beneficial owner or controller?

- ☐ Yes - additional 'BT Customer Refresh Form - Individuals & Sole Traders' required
- ☐ No

Director 3

Title

Full given name(s) - including middle name

Surname

Is Director 3 also a shareholder beneficial owner or controller?

- ☐ Yes - additional 'BT Customer Refresh Form - Individuals & Sole Traders' required
- ☐ No

Director 4

Title

Full given name(s) - including middle name

Surname

Is Director 4 also a shareholder beneficial owner or controller?

- ☐ Yes - additional 'BT Customer Refresh Form - Individuals & Sole Traders' required
- ☐ No

SECTION 2: BENEFICIAL OWNERS (MANDATORY)

Are there any individuals who ultimately own 25% or more of the company's issued share capital through direct or indirect shareholdings, not already identified in section 1.2?

- ☐ Yes - complete section 2.1
- ☐ No - complete section 2.2

2.1 SHAREHOLDER BENEFICIAL OWNERS

Provide details of other shareholder beneficial owners, then skip to section 3. If there are more than 4, provide details on a separate sheet.

An additional 'BT Customer Refresh Form - Individuals & Sole Traders' is required for all shareholder beneficial owners listed below. This form can be accessed at www.bt.com.au/identification/customer

Shareholder beneficial owner 1

Full given name(s) - including middle name

Surname

Shareholder beneficial owner 2

Full given name(s) - including middle name

Surname

Shareholder beneficial owner 3

Full given name(s) - including middle name

Surname

Shareholder beneficial owner 4

Full given name(s) - including middle name

Surname

2.2 OTHER BENEFICIAL OWNERS

Provide the names of the individuals who directly or indirectly control the company. This includes exercising control:

- through the capacity to determine decisions about financial or operating policies; or
- by means of trusts, agreements, understanding and practices.

If no such person can be identified, then:

1). a person entitled to 25% or more of the voting rights (including power of veto), otherwise:

2). the most senior managing official(s) of the company, such as the managing director or directors who are authorised to sign on the company's behalf.

If there are more than 2 individuals, provide details on a separate sheet. An additional 'BT Customer Refresh Form - Individuals & Sole Traders' is required for all other beneficial owners listed below. This form can be accessed at www.bt.com.au/identification/customer

Other beneficial owner 1

Full given name(s) - including middle name

Surname

Role

Other beneficial owner 2

Full given name(s) - including middle name

Surname

Role

SECTION 3: ADDITIONAL INFORMATION (MANDATORY)

3.1 SOURCE OF FUNDS

Select all sources of funds the company has in regard to deposits into the account.

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

3.2 SOURCE OF WEALTH

Select all sources of wealth the company has used to build its net wealth.

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

SECTION 4: CUSTOMER DECLARATION (MANDATORY IF NOT BEING COMPLETED BY ADVISER)

Complete customer declaration, if you are not a financial adviser otherwise skip to section 5.

By signing this form, 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.
- 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*, and the *Tax Laws Amendment (Implementation of the Common Reporting Standards) Act 2016*.
- agree to the consents in the Privacy Statement and Consent Request section

Signatory 1

Full given name(s)

Surname

Role (e.g. director, sole director, secretary)

Signature

Date (DD/MM/YYYY)

Signatory 2

Full given name(s)

Surname

Role (e.g. director, sole director, secretary)

Signature

Date (DD/MM/YYYY)

Signatory 3

Full given name(s)

Surname

Role (e.g. director, sole director, secretary)

Signature

Date (DD/MM/YYYY)

Signatory 4

Full given name(s)

Surname

Role (e.g. director, sole director, secretary)

Signature

Date (DD/MM/YYYY)

SECTION 5: ADVISER DECLARATION (ADVISER USE ONLY, IF APPLICABLE)

Complete this section if you are an adviser.

By signing this form, 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.
- 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*, and the *Tax Laws Amendment (Implementation of the Common Reporting Standards) Act 2016.*

AFSL name

AFSL number

Representative / employee name and adviser code

Adviser signature

Date (DD/MM/YYYY)

HOW TO SUBMIT THIS FORM

Post a signed copy of this form to:

Within Australia
BT, Reply Paid 1922, Adelaide SA 5001

Outside of Australia
BT, GPO Box 1922, Adelaide SA 5001, Australia

APPENDIX

Australian public company

For the purposes of this form, an 'Australian public company' is either:

- an Australian public listed company (companies that are listed on an Australian stock exchange), or
- a majority-owned subsidiary of an Australian public listed company (companies that are majority owned by an Australian company that is listed on an Australian stock exchange), or
- a majority-owned subsidiary of a foreign public listed company (companies that are majority owned by a foreign company that is listed on a foreign stock exchange), or
- a regulated public company (registered by ASIC as a public company) subject to the supervision of Commonwealth, State or Territory regulator other than as ASIC registered company, for example; an Australian Financial Services Licensee (AFSL), an Australian Credit Lcensee (ACL) or a Registrable Superannuation Entity (RSE) Licensee

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