Know your customer – company

Information sheet

When to use this form

Use this form to provide the information we need to confirm and verify the company's identity and any connected parties, and to meet our legal obligations (including those under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*).

Verifying a customer and any connected parties' identities

We need to verify or confirm the company's identity and any connected parties by checking that certain details you provide in this form **match** the details that are in certain documents you need to attach to this form.

> ! Please send us **original certified copies** of original documents—don't send us the original documents.
>
> If the document is not written in English, then you must also attach an English translation prepared by an accredited translator.

Getting your copies certified

You can see the full list of acceptable identification documents and list of people who can certify documents or extracts at **amp.com.au/identification**.

We will not process this form unless you have all the supporting documents. Please visit the website link above.

Privacy Collection and Disclosure Notice

AMP Bank collects personal information from the customer/entity and their connected parties named in this form and the acceptable identification documents provided as part of the AMP Bank KYC request, which will be used (along with any other information we already hold) to confirm and verify the customer/entity and their connected parties' identities. If we do not receive the personal information requested in this form and/or acceptable identification documents, we may need to restrict access or close any accounts you hold or have authority to operate.

We are required or authorised to collect this personal information under various laws including those relating to taxation and Anti-Money Laundering and Counter-Terrorism Financing Laws.

Some of the entities we might share your personal information with are listed in our privacy policy, and include:

- with the account holder, where necessary
- other members of the AMP group and external service providers that we need to deal with for the purposes described above
- courts, tribunals or government agencies as required by law or regulations
- persons or third parties authorised by you (including others named in this application), or if required or permitted by law.

Some external service providers we need to deal with can be located or host information outside Australia. A list of countries where these providers may be located can be obtained via the AMP Privacy Policy.

Personal information is treated in accordance with the AMP Privacy Policy, which sets out how to access or update your personal information. It also contains information on how you can make a complaint about a breach or potential breach of our privacy obligations, and how we deal with such a complaint. You can view our Privacy Policy online at **amp.com.au/privacy** or contact us on 13 30 30 for a copy.

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Please keep this information sheet for your records—
don't return it with your completed form(s).

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AMP BANK
13 30 30

Know your customer – company

Use this form to provide the information we need to verify the company's identity and to meet our legal obligations (including those under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*).

Note: You should only use this form for a company. A different form applies for an individual, sole trader, trust or other organisation.

Please print in CAPITAL LETTERS and place a cross ☒ in any applicable boxes.

Are you completing this form as a Company Trustee of a Trust or as a Partner of a Partnership? ☐ Yes ☐ No

If 'Yes', you don't need to complete the 'Source of Wealth/Source of Funds/Nature and Purpose' section.

1. What you need to do

Are you completing this form for an Australian or foreign company?

- ☐ Australian company regulated and/or publicly listed › Complete sections **1–3** and **5–9**
- ☐ Australian company not regulated › Complete sections **1–3** and **5–9**
- ☐ Foreign company (both registered and not registered with ASIC) › Complete sections **1–2** and **4–9**

2. Products held and company name – all companies

Please provide the account number for products held with AMP or any other reference number:

Full company name (as registered by ASIC or an equivalent foreign registration body)

Whether the company is registered as:

- ☐ Proprietary/private company
- ☐ Public company

If you are a Public company, are you:

- ☐ Limited by shares or
- ☐ Limited by Guarantee

Where was the company formed/incorporated/registered?

- ☐ Australia
- ☐ Other – provide details below:

Name of country

3. Australian company

Australian company number (ACN)

Registered office address

Address (a PO Box is not acceptable)

Suburb | State | Postcode

Country

Principal place of business address

Does your company have a principal place of business address?

- ☐ Yes, it's the same as the registered office address
- ☐ Yes, it's different to the registered office address—provide details below:

Address (a PO Box is not acceptable)

Suburb | State | Postcode

Country

4. Foreign companies

4.1 Foreign company registered with a foreign registration body

Is the company registered with a foreign registration body?

☐ Yes—provide details below:

Name of foreign registration body

Identification number issued by foreign registration body

☐ No—go to section **4.2**

4.2 Foreign company registered with ASIC

Is the company registered with and regulated by ASIC?

☐ Yes—provide details below:

Australian registered body number (ARBN)

☐ No—go to section **4.3**

4.3 Address details

Registered office address in Australia

Address (a PO Box is not acceptable)

Suburb | State | Postcode

Country

Principal place of business address in Australia or local agent

Does the company have a principal place of business address in Australia?

☐ Yes, it's the same as the registered office address in Australia

☐ Yes, it's different to the registered office address in Australia—provide details below:

Address (a PO Box is not acceptable)

Suburb | State | Postcode

Country

4. Foreign companies (continued)

☐ No, I have a local agent—provide details below:

Full name of local agent (if relevant)

Address (a PO Box is not acceptable)

Suburb | State | Postcode

Country

5. Directors

! Complete this section if your company is:
- Australian proprietary
- foreign private, or
- foreign other (not a public company).

How many directors does your company have?

Please provide the name of each director (if your company has more than four directors, attach details of additional directors on a separate sheet):

Director 1

Title

Surname

Given name(s)

Director 2

Title

Surname

Given name(s)

Director 3

Title

Surname

Given name(s)

5. Directors (continued)

Director 4

Title

Surname

Given name(s)

6. Other details – all companies

To find out more about the types of company categories refer to **amp.com.au/bank-entity-identification**.

Which of these categories describes your company?

☐ Australian public listed—provide details below:

Name of financial market company is listed on

☐ Foreign public listed—provide details below:

Name of financial market company is listed on

Country of financial market

☐ Majority owned subsidiary of a public listed company—provide details below:

Name of the parent public listed company

Name of financial market the parent company is listed on

Country of financial market the parent company is listed on

☐ Australian regulated company—provide details below:

Name of regulator (eg ASIC, ATO, AUSTRAC)

Licence details ie type of licence issued by ASIC/ATO/AUSTRAC/Other regulator (eg Australian Financial Services Licence)

Licence number
(ACN/ABN/ARBN is not a valid licence number)

☐ Not an Australian publicly listed/foreign publicly listed/majority owned subsidiary of a publicly listed company/Australian regulated company.

6. Other details – all companies (continued)

Tax details

Please complete all details below.

Is the entity a financial institution? ☐ Yes ☐ No

Is it an investment entity in a non-participating CRS jurisdiction and managed by another financial institution? ☐ Yes ☐ No

Is the entity a publicly listed company, majority owned subsidiary of a publicly listed company, international organisation, central bank or deceased estate? ☐ Yes ☐ No

Is the entity a Foreign Tax Resident? ☐ Yes ☐ No

You must answer **Yes** if the entity is both a foreign and Australian tax resident. The ATO website provides residency test calculators to help determine tax residency, and information on the Common Reporting Standard (CRS) and the Foreign Account Tax Compliance Act (FATCA). Additional information about CRS and FATCA can be found on the OECD and IRS websites respectively (**oecd.org**, **ato.gov.au** and **irs.gov**).

The entity is a tax resident of the following countries:

Country of Foreign Tax Residency, if more than one Foreign Tax Residency, fill in the next row for each

Tax Identification Number (TIN)[1], if more than one Foreign Tax Residency, fill in the next row for each

If you cannot provide the tax identification number, please insert reason A, B or C from the list below. If more than one Foreign Tax Residency, fill in the next row for each

1 A tax identification number is an identifying number used for tax purposes, normally issued by the local tax authority in a country – eg in Australia, the ATO issues a Tax File Number (TFN).

The reason my TIN is not available is:

A. The country of tax residence does not issue TINs.

B. The country of tax residence issues a TIN but I currently cannot provide it.

C. The country of tax residence does not require a TIN to be disclosed.

6. Other details – all companies (continued)

Tax details (continued)

Is the entity an Active NFE? ☐ Yes ☐ No

An Active NFE includes an entity that is not a financial institution and derives less than 50% of its gross annual income from passive means (eg dividends, interest, royalties), and less than 50% of the assets held produce, or are held to produce, the passive income. For details of other Active NFE categories, refer to Section VIII of the Common Reporting Standard (CRS) – see 'Standard for Automatic Exchange of Financial Account Information' on the OECD website (**oecd.org**).

7. Connected Party details

Please complete the below, which is based on your company type. One person may occupy multiple roles – use the check boxes to indicate which roles apply to each person.

Beneficial owners are people who ultimately own 25% or more of the company's capital issued to shareholders. If no shareholders meet this definition, then provide details for the people who indirectly or directly control your company (**Controlling Persons**) through either the authority to make decisions about financial or operating policies or voting rights of 25% or more or power of veto. If this person can't be identified, provide details of the senior official(s) such as the Managing Director.

Connected Party 1

Role (Cross all that apply)

☐ **Signatory** (ID required)

☐ **Beneficial Owner** (ID required)

☐ **Controlling Person** (ID required)

If Controlling Person, provide your Position in the company eg managing director.

Title

Date of birth D D M M Y Y Y Y

Surname

Given name(s)

Gender

☐ Male ☐ Female ☐ Other

7. Connected Party details (continued)

Connected Party 1 (continued)

Residential address (PO Box is not acceptable)

Suburb State Postcode

Country

Are you a Foreign Tax Resident? ☐ Yes ☐ No

Foreign Tax Resident details

If you are a foreign tax resident and also a taxpayer in Australia, you should answer **Yes**.

All foreign tax residents and US citizens and resident alien individuals (ie green card test and substantial presence test) should answer **Yes**.

The ATO website provides residency test calculators to help you determine your tax residency, and information on the Common Reporting Standard (CRS) and the Foreign Account Tax Compliance Act (FATCA). Additional information about CRS and FATCA can be found on the OECD and IRS websites respectively (**oecd.org**, **ato.gov.au** and **irs.gov**).

I am a tax resident of the following countries:

Country of Foreign Tax Residency, if more than one Foreign Tax Residency, fill in the next row for each.

Tax Identification Number (TIN)[1], if more than one Foreign Tax Residency, fill in the next row for each

If you cannot provide the tax identification number, please insert reason A, B or C from the list below. If more than one Foreign Tax Residency, fill in the next row for each

1 A tax identification number is an identifying number used for tax purposes, normally issued by the local tax authority in a country – eg in Australia, the ATO issues a Tax File Number (TFN).

The reason my TIN is not available is:

A. The country of my tax residence does not issue TINs.

B. The country of my tax residence issues a TIN but I currently cannot provide it.

C. The country of my tax residence does not require a TIN to be disclosed.

7. Connected Party details (continued)

Connected Party 2

Role (Cross all that apply)

☐ **Signatory** (ID required)

☐ **Beneficial Owner** (ID required)

☐ **Controlling Person** (ID required)

If Controlling Person, provide your Position in the company eg managing director.

Title

Date of birth D D M M Y Y Y Y

Surname

Given name(s)

Gender

☐ Male ☐ Female ☐ Other

Residential address (PO Box is not acceptable)

Suburb

State

Postcode

Country

Are you a Foreign Tax Resident? ☐ Yes ☐ No

Foreign Tax Resident details

If you are a foreign tax resident and also a taxpayer in Australia, you should answer **Yes**.

All foreign tax residents and US citizens and resident alien individuals (ie green card test and substantial presence test) should answer **Yes**.

The ATO website provides residency test calculators to help you determine your tax residency, and information on the Common Reporting Standard (CRS) and the Foreign Account Tax Compliance Act (FATCA). Additional information about CRS and FATCA can be found on the OECD and IRS websites respectively (**oecd.org**, **ato.gov.au** and **irs.gov**).

I am a tax resident of the following countries:

Country of Foreign Tax Residency, if more than one Foreign Tax Residency, fill in the next row for each.

7. Connected Party details (continued)

Connected Party 2 (continued)

Tax Identification Number (TIN)[1], if more than one Foreign Tax Residency, fill in the next row for each

If you cannot provide the tax identification number, please insert reason A, B or C from the list below. If more than one Foreign Tax Residency, fill in the next row for each

1 A tax identification number is an identifying number used for tax purposes, normally issued by the local tax authority in a country – eg in Australia, the ATO issues a Tax File Number (TFN).

The reason my TIN is not available is:

A. The country of my tax residence does not issue TINs.

B. The country of my tax residence issues a TIN but I currently cannot provide it.

C. The country of my tax residence does not require a TIN to be disclosed.

Connected Party 3

Role (Cross all that apply)

☐ **Signatory** (ID required)

☐ **Beneficial Owner** (ID required)

☐ **Controlling Person** (ID required)

If Controlling Person, provide your Position in the company eg managing director.

Title

Date of birth D D M M Y Y Y Y

Surname

Given name(s)

Gender

☐ Male ☐ Female ☐ Other

Residential address (PO Box is not acceptable)

Suburb

State

Postcode

Country

Are you a Foreign Tax Resident? ☐ Yes ☐ No

7. Connected Party details (continued)

Connected Party 3 (continued)

Foreign Tax Resident details

If you are a foreign tax resident and also a taxpayer in Australia, you should answer **Yes**.

All foreign tax residents and US citizens and resident alien individuals (ie green card test and substantial presence test) should answer **Yes**.

The ATO website provides residency test calculators to help you determine your tax residency, and information on the Common Reporting Standard (CRS) and the Foreign Account Tax Compliance Act (FATCA). Additional information about CRS and FATCA can be found on the OECD and IRS websites respectively (**oecd.org**, **ato.gov.au** and **irs.gov**).

I am a tax resident of the following countries:

Country of Foreign Tax Residency, if more than one Foreign Tax Residency, fill in the next row for each.

Tax Identification Number (TIN)[1], if more than one Foreign Tax Residency, fill in the next row for each

If you cannot provide the tax identification number, please insert reason A, B or C from the list below. If more than one Foreign Tax Residency, fill in the next row for each

1 A tax identification number is an identifying number used for tax purposes, normally issued by the local tax authority in a country – eg in Australia, the ATO issues a Tax File Number (TFN).

The reason my TIN is not available is:

A. The country of my tax residence does not issue TINs.

B. The country of my tax residence issues a TIN but I currently cannot provide it.

C. The country of my tax residence does not require a TIN to be disclosed.

Connected Party 4

Role (Cross all that apply)

☐ **Signatory** (ID required)

☐ **Beneficial Owner** (ID required)

☐ **Controlling Person** (ID required)

If Controlling Person, provide your Position in the company eg managing director.

7. Connected Party details (continued)

Connected Party 4 (continued)

Title

Date of birth D D M M Y Y Y Y

Surname

Given name(s)

Gender

☐ Male ☐ Female ☐ Other

Residential address (PO Box is not acceptable)

Suburb State Postcode

Country

Are you a Foreign Tax Resident? ☐ Yes ☐ No

Foreign Tax Resident details

If you are a foreign tax resident and also a taxpayer in Australia, you should answer **Yes**.

All foreign tax residents and US citizens and resident alien individuals (ie green card test and substantial presence test) should answer **Yes**.

The ATO website provides residency test calculators to help you determine your tax residency, and information on the Common Reporting Standard (CRS) and the Foreign Account Tax Compliance Act (FATCA). Additional information about CRS and FATCA can be found on the OECD and IRS websites respectively (**oecd.org**, **ato.gov.au** and **irs.gov**).

I am a tax resident of the following countries:

Country of Foreign Tax Residency, if more than one Foreign Tax Residency, fill in the next row for each.

Tax Identification Number (TIN)[1], if more than one Foreign Tax Residency, fill in the next row for each

If you cannot provide the tax identification number, please insert reason A, B or C from the list below. If more than one Foreign Tax Residency, fill in the next row for each

1 A tax identification number is an identifying number used for tax purposes, normally issued by the local tax authority in a country – eg in Australia, the ATO issues a Tax File Number (TFN).

7. Connected Party details (continued)

Connected Party 4 (continued)

The reason my TIN is not available is:

A. The country of my tax residence does not issue TINs.

B. The country of my tax residence issues a TIN but I currently cannot provide it.

C. The country of my tax residence does not require a TIN to be disclosed.

8. Source of Wealth, Source of Funds and Nature and Purpose of Business Relationship for the Company

Source of Wealth

How have you built your overall wealth?

Please select the most relevant option (select one only):

- ☐ Income from employment (ie regular and/or bonus).
- ☐ Investment income (eg rent, dividends, pension).
- ☐ Business income.
- ☐ One-off payment (eg matured investment, court settlement, redundancy, inheritance).
- ☐ Sale of assets (eg shares, property).
- ☐ Windfall (eg gift, lottery or gambling winnings).

Source of Funds

Please select the source of funds to service your account(s).

Please select the most relevant option (select one only):

- ☐ Income from employment (ie regular and/or bonus).
- ☐ Investment income (eg rent, dividends, pension).
- ☐ Business income.
- ☐ One-off payment (eg matured investment, court settlement, redundancy, inheritance).
- ☐ Sale of assets (eg shares, property).
- ☐ Windfall (eg gift, lottery or gambling winnings).
- ☐ Borrowed funds.
- ☐ Government benefits (eg childcare rebate, family tax benefit).

Nature and Purpose of Business Relationship

Why do you have your account(s)?

Please select the most relevant option (select one only):

- ☐ Everyday banking (eg regular deposits and withdrawals for everyday expenses).
- ☐ Business income (eg regular deposits and withdrawals for business expenses—usually for non-individuals).
- ☐ Savings income (eg regular deposits (with few withdrawals) earning interest to grow your balance).
- ☐ Building wealth (eg a large initial deposit—using investment returns to grow your wealth over time).

9. Declaration by the Signatory/Signatories

By signing below I confirm that I, and in the case of a person signing the form, I and the company:

1. Have read and understood the Privacy Collection and Disclosure Notice in the Information Sheet.
2. Have obtained consent from any other individual whose personal information has been disclosed in this form, and I have informed the individual of the information within the Privacy Collection and Disclosure Notice.
3. Are not commonly known by any names other than those disclosed in this form or otherwise to AMP Bank.
4. Have provided true and accurate information in relation to this form. Any document or information to be used for the purposes of this form (whether or not provided on or with this form):
   - is correct and complete,
   - if it's about another person, is provided with the authority of that person (if required), and
   - may be used for any other products, services or benefits offered or provided to me through AMP Bank or any other company in the AMP group and subject to their privacy obligations, may be disclosed to and used by the providers of such products, services or benefits to facilitate compliance with anti-money laundering and counter-terrorist financing legislation.
5. That only the beneficial owner(s)/controlling person(s) named on this KYC Form is/are the active beneficial owner(s) / controlling person(s) for the entity. The authorised party(ies) understand and agree that AMP Bank's systems will be updated to reflect this.
6. That only the signatory(ies) named on this KYC Form is/are the active signatory(ies) authorised for the entity. The authorised party(ies) understand and agree that AMP Bank's systems will be updated to reflect this.
7. Understand that it is a criminal offence to knowingly provide false or misleading information or documents in connection with this form.
8. Agree to notify AMP within 30 days from when there are any changes to the information provided in this form, including the tax residency of the customer/company or any of its connected party changes.

Where I have appointed an agent or third party signatory and that person is signing this form on my behalf, the last four declarations above are also given by and bind them in their personal capacity. I will provide proof of authority (such as a Power of Attorney, accompanied by a **Third Party Access form** and **Identification Verification form**) which I have obtained from **amp.com.au**.

9. Declaration by the Signatory/Signatories (continued)

By submitting this form I also acknowledge that AMP Bank may decide to delay or refuse any request or transaction (deposits and withdrawals) if AMP Bank has not been able to verify my or a connected party's identity, or if AMP Bank believes in good faith that allowing the transaction may cause an offence to be committed. I understand that AMP Bank does not accept responsibility for any such delay or refusal.

Signatory 1

Name

Signature

✗

Date

D D M M Y Y Y Y

Signatory 2

Name

Signature

✗

Date

D D M M Y Y Y Y

Signatory 3

Name

Signature

✗

Date

D D M M Y Y Y Y

Signatory 4

Name

Signature

✗

Date

D D M M Y Y Y Y

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