Know your customer – individual/sole trader

Information sheet

When to use this form

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

Verifying a customer's identity

We need to verify or confirm your identity 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 your 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.

Privacy Collection and Disclosure Notice

AMP Bank collects personal information from the **individual(s)** named in this form and the certified copies provided as part of your request, which will be used (along with any other information we already hold) to verify your identity. If we do not receive the personal information requested in this form and/or certified copies of identity documents, we will not be able to process your request.

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 retain this information sheet for your records.
Do not return it with your completed form(s).

NS3280 12/22

AMP BANK CONTACT CENTRE
13 30 30

Know your customer – individual/sole trader

Use this form to provide the information we need to verify or confirm your 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 if you're an individual or sole trader. A different form applies for a trust, company or other organisation.

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

1. What you need to do

Are you completing this form as an individual or sole trader?

☐ Individual › Complete sections **1**, **2** and **4–6**

☐ Sole trader › Complete sections **1–6**

2. Personal details

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

Title

Date of birth D D M M Y Y Y Y

Surname

Given name(s)

Gender

☐ Male ☐ Female ☐ Other

Occupation

Industry

Country of residence for tax purposes

☐ Australia

☐ Other—provide details below:

Name of country

Residential address

Address (a PO Box is not acceptable)

Suburb State Postcode

Country

2. Personal details (continued)

Correspondence address

☐ Same as residential address

☐ Other—provide details below:

Address

Suburb State Postcode

Country

3. Sole trader details

Full business name of sole trader (If any)

Australian Business Number (ABN) (If any)

Principal place of business address (If any)

☐ Same as residential address

☐ Same as correspondence address

☐ Other—provide details below:

Address (a PO Box is not acceptable)

Suburb State Postcode

Country

4. Foreign Tax Resident details

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

Tax Identification Number (TIN)[1]

If you cannot provide the tax identification number, please insert reason A, B or C from the list below

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.

5. Source of Wealth, Source of Funds and Nature and Purpose of business relationship

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).

5. Source of Wealth, Source of Funds and Nature and Purpose of business relationship (continued)

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).

6. Declaration

By signing below I confirm that I:

1. Have read and understood the Privacy Collection and Disclosure Notice.
2. Agree to be bound by AMP Bank's terms and conditions available at **amp.com.au/bankterms** or by calling 13 30 30.

   I understand that I will automatically agree to them the first time I, or a person authorised by me, operates the account.
3. Am not commonly known by any names other than those disclosed in this application or otherwise to AMP Bank.
4. Have provided true and accurate information in relation to this application. Any document or information to be used for the purposes of this application (whether or not provided on or with this application):
   - is correct and complete, 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 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-terrorism financing legislation.

6. Declaration (continued)

5. Understand that it is a criminal offence to knowingly provide false or misleading information or documents in connection with this application.
6. Consent to AMP Bank providing information held about the account(s) and the account holder(s) to a financial adviser, broker or originator named in this application, and/or to joint venture partners, business partners and related party and third party service providers for the purposes of those parties,
   i. providing the information to the financial adviser, broker or originator named in this application, or
   ii. providing administration services to the account holder(s).

   Such information may comprise customer information (including personal information), account documentation and account information (including account balance, and current and historical account and transactional information).
7. Agree to notify AMP within 30 days from when there are any changes to the information provided in this application, including the tax residency of the customer.

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 signatory's identity, or if AMP Bank believe 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.

Customer

Name

Signature

✗

Date

D D M M Y Y Y Y

NS3280 12/22