

# Australian Domestic Proprietary Company Identification Checklist

**Our vision...To excel at securing and enhancing the financial wellbeing of people, businesses and communities.**

This checklist is a guide to help you understand what customer information is collected and checked before any financial product or service can be provided. The following is required to ensure that we can meet our Anti-Money Laundering and Counter-Terrorism Financing regulatory obligations.

## What is an Australian Domestic Proprietary Company?

An Australian Domestic Proprietary Company is:

- A company, registered with the Australian Securities and Investments Commission (ASIC)
- Issued with an Australian Company Number (ACN)
- Not registered on the Australian Stock Exchange (ASX), and
- Generally has “Pty Ltd” or “Proprietary Limited” after its name

*Please note – for a non-Australian company additional information may be required, refer to your representative for further detail*

## Customer to provide

- ✓ Full name of the company
- ✓ Full address of the company’s registered office
- ✓ Full postal address
- ✓ Full address of the company’s principal place of business (if any)
- ✓ Australian Company Number (ACN)
- ✓ Industry type
- ✓ Name, address, and date of birth for each Beneficial Owner\* of the company
- ✓ Identification information for each director of the company
- ✓ Identification information for each account signatory

## We need to verify

Yes

Yes

Yes

Yes

Yes

## Documents the customer must provide

- ✓ Identification documents for each Beneficial Owner\* (as detailed overleaf)
- ✓ Identification documents for each account signatory and director (if applicable) (as per the Individual Customer Identification requirements)

## What is a ‘Beneficial Owner’?

A Beneficial Owner is any individual (natural person) who ultimately owns or controls (directly or indirectly) the non-individual customer. For an Australian Domestic Proprietary Company, this would be direct or indirect ownership of 25% or more of the shares in the company, or control of 25% or more of the shares (e.g. through voting rights). If there is no such individual in this position, then it will be an individual who is responsible for the strategic or financial decisions of the company because of the position they hold e.g. CEO or Managing Director. All Beneficial Owners of a company must be identified (minimum of one).

## How do I provide this information?

Original documents must be presented or certified copies can be provided with application forms (if applicable).

## What if I cannot provide the information required?

If you are unable to provide the minimum requirements we may not be able to provide the requested product or service. Where key documents no longer exist, alternative documents may be considered on a case-by-case basis. Please speak to your representative for further assistance.

\*Beneficial owner information is not required for corporate trustees of regulated trusts (e.g. Self Managed Superannuation Fund).

For further information on customer identification and how we are meeting our regulatory obligations refer to:

<https://www.commbank.com.au/about-us/who-we-are/sustainability/sustainable-business-practices/anti-money-laundering-and-counter-terrorism-financing.html>

# Beneficial Owner Identification Checklist

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This checklist is a guide to help you understand what customer information is collected and checked before any financial product or service can be provided. The following is required to ensure that we can meet our Anti-Money Laundering and Counter-Terrorism Financing regulatory obligations.

## Customer to provide

- ✓ Full name
- ✓ Residential address
- ✓ Date of birth

## Customer documents required to verify full name and either residential address or date of birth

- ✓ Either a passport or Australian or New Zealand driver's licence (which must be current)  
**OR**
- ✓ Two items from this list:
  - Australian or foreign birth certificate or extract
  - Australian or foreign citizenship certificate
  - Centrelink pension or health card**OR**
- ✓ One item from the non-photographic documents listed above AND one from the following list (i.e. total two items) :
  - A notice from the Commonwealth/state or territory issued to the person and containing their name and residential address
  - Australian Tax Office (ATO) notice containing name and residential address
  - A utilities notice from a local government body or utility provider showing name and residential address and indicates provision of services to that person
  - Overseas driver's licence

### How do I provide this information?

Original documents must be presented or certified copies can be provided with application forms (if applicable).

### How do I get my documents certified?

To be correctly certified the required documents must be clearly noted as 'True copy of the original document' and signed by a prescribed person. For further details of parties who can certify copies please refer to your representative for further assistance.

### What if my documents aren't in English?

If your identification documents are not in English then a translation of each document is required. All translations must be completed by a translator that is accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) or an equivalent.

### What happens if the name on the identification document is different or has changed?

If the name on the identification document has changed since it was issued, then a Change of Name certificate, issued by the Registry of Births Deaths and Marriages must also be provided.