


Organisation Tax Residency Self-Certification Form

Form ID: 7038

Where to send this form?

Please provide your completed and signed form with any relevant supporting documents to your adviser.
Adviser use only: Use this Form ID to securely submit the documents via eSubmit. To use eSubmit, log into the CommSec Adviser Services website and go to: **Administration > eSubmit**

 **Guide to completing this form**
 All customers are required by law to provide details of their country/ies of tax residency to their bank so these can be passed back to the relevant tax authority.
 Please complete the following sections: **Organisation Details, Applicant Tax Residency Information, Organisation Tax Residency Information, Beneficial Owners information and Declaration.**

Section 1 Organisation Details

Complete all fields (Use clear BLOCK letters)

Name of Entity/Organisation

Organisation Type

Registered Address

	State	Postcode	Country

Section 2 Organisation Tax Information

Please complete the following:

- a) Country/ies where the organisation is resident for tax purposes; and
- b) Tax Identification Number (TIN) of the organisation for each country of tax residency
- c) Where the organisation has no residence for tax purposes, please provide the country in which key management decisions are made.

Tax Residency Information	Country/ies of Tax Residency	Tax Identification Number (TIN)
	Please provide all country/ies of tax residency. The organisation must be a tax resident of at least one country.	Please provide either TIN or select Reason Code for no TIN for each Country of Tax Residency. Reason code for no TIN A. The organisation's country of tax residency does not issue TINs B. The organisation has not been issued with a TIN by its country of tax residency C. The organisation's country of tax residency does not require disclosure of a TIN

Is your organisation's primary business activity investing?

Tick yes if the organisation earns more than 50% of its total income from investment activities (e.g. dividends, interest or rent) or more than 50% of the entities assets produce or are held for producing investment income.

- Yes – Categorised as a Passive Organisation
- No – Categorised as an Active Organisation

Section 3 Applicant/Director/Trustee Tax Residency Information

Tax Residency and Tax Identification Number (TIN)

Each country has different rules which govern tax residency. For Individuals, these rules are often based on whether your home is there, the time you spend there, or if you work there. If you are unsure about your tax residency, you should seek professional advice. You can be a tax resident of more than one country.

Either a TIN or a Reason Code for no TIN for each Country of Tax Residency is required to be provided.

Note the below:

- If the person is a US citizen or resident, you must include USA as one of your countries of tax residency.
- If the person has listed Australia as a country of tax residency, please insert reason code C in the TIN column.

Tax Residency and Tax Identification Number (TIN)

- A. My country of tax residency does not issue TINs
 B. I have not been issued with a TIN by my country of tax residency
 C. My country of tax residency does not require disclosure of a TIN

Applicant/ Director/ Trustee	Name	Address	Date Of Birth	Country/ies of Tax Residency	TIN or Reason for no TIN
1					
2					
3					

Section 4 Beneficial Owners Information

- Complete details for all Beneficial Owners (there must be at least one Beneficial Owner) in the below table.
- If there are more than four Beneficial Owners, please capture the additional Beneficial Owner(s) in a separate sheet.

“Beneficial Owner” means any individual who:

- directly or indirectly owns an interest of 25% or more in the Organisation (such as shares), or if no such person, an individual who:
- exercises control of the Organisation through other means (e.g. voting rights), or if no such person, an individual who:
- holds the position of senior managing official (e.g. CEO, Managing Director, Managing Partner).

Applicant/ Director/ Trustee	Name	Address	Date Of Birth	Country/ies of Tax Residency	TIN or Reason for no TIN
Same as Applicant 1 <input type="checkbox"/>					
Same as Applicant 2 <input type="checkbox"/>					
Same as Applicant 3 <input type="checkbox"/>					

Section 4 Declaration

Customer Declaration

- I confirm that above information is true and correct and that I will promptly advise the Bank if any of the information changes.
- I certify that I am authorised by, and have the consent of the organisation, any Beneficial Owners and any Applicant/Director/Trustee to provide this information.
- I am authorised by each Beneficial Owner and each Applicant/Director/Trustee to provide the information on their behalf and they have confirmed to me that the information provided about them is true and correct. I confirm I have made them aware that this information and information relating to the account may be provided to the tax authorities.

Name Of The Person Signing

Position

Signature

Date

Section 6 Definitions

“Tax Identification Number(s)” If you are a tax resident of another country, you will be asked for your Tax Identification Number (TIN) issued to you in that country, if you have one.

TIN is an international term which may have a different name in some countries.

A compilation of links to information about TINs for many countries can be found here: <http://www.oecd.org/tax/automaticexchange/crs-implementation-and-assistance/tax-identification-numbers/#d.en.347759>

Examples are Australian Business Number (ABN); Business Number (BN) or Trust Account Number or Numéro d’entreprise (NE) in Canada; Unique Taxpayer Reference (UTR) in United Kingdom; Permanent Account Number (PAN) in India; IRD Number in New Zealand; and Nombor Cukai Pendapatan or Income Tax Number (ITN) in Malaysia.



Where to send the completed form?

Once completed and signed, please return the form by the eSubmit instructions provided on page 1.