

Collection and verification of Know Your Customer information

Government bodies

In this document, “the Bank”, “we”, “us” and “our” means Teachers Mutual Bank Limited (TMBL) and “you” means the person applying for or with one or more of our products and services.

What is this form for?

Teachers Mutual Bank Limited is collecting your organisation’s and its related parties’ information to comply with regulatory obligations including the Anti-Money Laundering and Counter-Terrorism Financing Act 2006, United States Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS).

The form will assist Teachers Mutual Bank Limited to collect and verify your organisation’s details. The form is not for the application of any of the Bank’s products or services.

How to complete this form

This form applies to government bodies only, which include:

- ▶ Governments of a country
- ▶ Agency(s) of the government of a country
- ▶ The government of part of a country
- ▶ Agency or authority of part of a country

It is not to be used for any other organisation types.

To be considered a government body, earnings of any agency or authority must be credited to an account held by the government. No portion considered as earnings can be benefitted to any private person(s).

Note: TMBL only accepts government bodies based in Australia.

All fields marked with (*) are mandatory.

Who can complete this form?

Any individual who currently holds one of the following roles in the organisation:

- ▶ Director
- ▶ Secretary

Note: If there have been any changes to officeholders or shareholders, ensure ASIC has been updated prior to submission as verification may be affected if information is not reflected correctly.

Part 1: Government body information

Full name of government body*

Trading name(s) (If applicable)

Australian Business Number (ABN) or **Australian Company Number** (ACN) (if applicable)

Registered office address* (PO Box is not accepted)

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Place of business* (PO Box is not accepted)

☐ Same as registered office address

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Primary place of operations*

Located in Australia? ☐ Yes ☐ No Please specify which country

Government body type:*

- ☐ Separate legal entity, agency or authority
- ☐ Established under legislation

Level of government*

- ☐ Local, specific local government
- ☐ State/territory, specific state/territory government
- ☐ Federal, Commonwealth of Australia government body

Is the organisation's primary business activity investments?*

- ☐ Yes, if organisation generates 50% or more of total incoming from investments (e.g. rent, interest or dividends), or 50% or more of the government body's assets produce or held for producing investment income.
- ☐ No

Source of wealth* - what is the government body's main source of savings or investments?

- | | | |
|--|---|--|
| ☐ Business profits | ☐ Dividends and returns | ☐ Donations |
| ☐ Employment income | ☐ Funds from council | ☐ Funds from government |
| ☐ Funds from state | ☐ Gifts | ☐ Inheritance |
| ☐ Investment income | ☐ Lottery or gambling winnings | ☐ Pension |
| ☐ Pension or retirement funds | ☐ Property sales | ☐ Trust funds |

Source of funds* - where does the majority of money entering the government body's account(s) come from?

- | | | |
|---|--|--|
| ☐ Business profits | ☐ Dividends and returns | ☐ Employment income |
| ☐ Gifts | ☐ Inheritance | ☐ Investment income |
| ☐ Loans | ☐ Rental income | ☐ Sales of assets |
| ☐ Savings | | |

Type of business relationship with TMBL* – what is the government body's main reason for banking with us?

- ☐ Transactional ☐ Savings ☐ Short-term borrowing ☐ Long-term borrowing ☐ Investment

Industry of government body's main business*

Part 2: Additional documentation

Please note that you will be asked to provide an original or certified copy of the following applicable documents listed below to your local TMBL branch:

Documents for government body:

- ▶ If government body was established under legislation, the legislation (or an extract) obtained from a reliable and independent source (e.g. government website)
- ▶ The official website of the relevant government which confirms the government body's existence
- ▶ Evidence of the government body's registration on the country's register of government bodies.

Documents for the beneficial owner(s) and signatory(s):

- ▶ Identification Documents is required for the following:
 - ▶ All beneficial owner
 - ▶ Any individual you would like to operate the account (signatories).

Part 3: Privacy

Please visit our privacy policy at tmbank.com.au/privacy for the latest privacy policy or request for a copy at any of our branches.

Privacy policy tells you:

- ▶ other methods and reasons we may collect, utilise or disclose your information.
- ▶ how to access your information and correct it if its incorrect.
- ▶ how to make a privacy related complaint (including our compliance with the Australian Privacy Principles, credit reporting rules and codes) and how we will deal with the complaint.

How to contact us

If you have any queries regarding privacy, use any of the methods set out below:

Teachers Mutual Bank Limited

- ▶ Phone: **1800 862 265**
- ▶ Email: **privacy@tmbl.com.au**
- ▶ Post: **GPO Box 5313, Sydney, NSW, 2001**

Part 4: Declaration

Customer's Declaration

This declaration must be signed by an individual who is properly authorised to act for, and make declarations on behalf of, the entity named in this application.

I acknowledge that Australian law requires all applicants to provide information that is accurate, complete and truthful. This includes disclosing every name by which an individual or entity is ordinarily known. I understand that the law strictly prohibits the use of false, fabricated or misleading names, and forbids the creation, use, supply or presentation of false or misleading statements or documents in connection with financial services or any process used to verify identity.

Where this application includes personal information about any individual other than myself, I confirm that I have obtained that individual's permission to provide their details. I also confirm that those individuals have been notified of, and have agreed to, the collection, use and sharing of their personal information in accordance with the Privacy Policy of TMBL.

Where relevant, I certify that I am authorised by the individual(s) and by the entity to submit all information contained in this form. Those individuals have confirmed to me that the information relating to them is accurate and complete. I further confirm that I have informed them that their information, and information relating to the account, may be disclosed to taxation authorities when required under applicable law.

I declare that all information supplied in this form is complete, correct and current. I agree to notify TMBL immediately if any details change after submission.

☐ I acknowledge that Teachers Mutual Bank Limited may request additional documents or further clarification, including items listed in **Part 2: Additional documentation**, if further verification or information is required.

Name*

Signature*

Position*

Date (DD/MM/YYYY)*

Part 5: Additional information

Part 6: Office use only

Government body client ID

Government bodies verification documents

Document type	Document number	Document date

Authorised bank officer

I certify that the procedure to collect/verify the information for the government bodies have been complied with.

Bank officer's name	Staff number
Bank officer's signature	Date
	Branch stamp / BSB

Returning this form

@

kycrefresh@tmbl.com.au

Teachers Mutual Bank Limited,
Reply Paid 92325, Sydney NSW 2001