

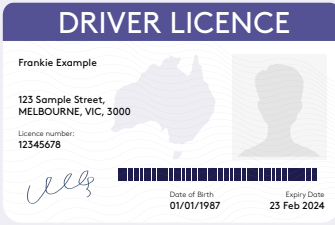
# Your guide to completing your Trust's profile.

This guide aims to help Trusts verify and update Trust details as we have missing or incomplete information in our system. By providing this information, you will better protect the Trust's account(s) and help reduce the risk of identity theft.

## Step 1.

Complete and provide the documents listed below.

The form is available at [bankofmelbourne.com.au/bizsecure](http://bankofmelbourne.com.au/bizsecure) then go to the Trust Tab under section 'What you need to do'.

Tick	Documents required	Who needs to complete and sign them?
<input type="checkbox"/>	<b>Customer verification form</b>	The Director, Company Secretary or Trustee.
<input type="checkbox"/>	<b>Certified ID documents</b>	<p>Each individual who is a Beneficial Owner (refer to page 3 for definition of Beneficial Owner) as nominated on the Customer verification form and the Individual who signed the form (if not a Beneficial Owner).</p> <p>For Certification instructions, go to the Bank of Melbourne website and search BizSecure, then go to the FAQ section: 'How do I obtain certification?' Refer below for an example of certified ID documents that we would need from each Beneficial Owner (please ensure the images are clear and easy to read):</p> <ul style="list-style-type: none"> <li>• <b>ONE Primary Photographic Identification Document, for example:</b></li> </ul> <div style="border: 1px solid black; padding: 10px;">  <p>I, <i>Sam Sample</i>, as a Medical Practitioner, certify that this <i>Driver Licence</i>, is a true copy of the original.</p> <p><i>Sam</i> <b>1 February 2023</b></p> <p>Driver Licence certified and signed by Medical Practitioner.</p> </div> <p>OR</p>

Tick

Documents required

Who needs to complete and sign them?

- ONE Primary Non-Photographic Identification Document and ONE Secondary Identification Document, for example:

**BIRTH CERTIFICATE**

<b>1 CHILD</b>	Family name Given name(s) Date of birth Place of birth	<b>EXAMPLE</b> Charlie 1 January 1987 Sample Hospital, Melbourne
<b>2 MOTHER</b>	Family name Maiden family name Given name(s) Occupation Age Place of birth	<b>EXAMPLE</b> BROWN Leisha Doctor 35 years Sydney, NSW
<b>3 FATHER</b>	Family name Given name(s) Occupation Age Place of birth	<b>EXAMPLE</b> Steve Electrician 37 years Melbourne, VIC
<b>4 MARRIAGE OF PARENTS</b>	Date of marriage Place of marriage	23 August 1985 Melbourne, VIC
<b>5 PREVIOUS CHILDREN OF RELATIONSHIP</b>		Not any
<b>6 INFORMANTS</b>	Name Address	S. EXAMPLE 1 Smith Street, Melbourne, VIC, 3000 Father
<b>7 REGISTERING AUTHORITY</b>	Name Date	Peter Owen, Registrar 1 January, 1987
<b>8 ENDORSEMENT(S)</b>		Not any

Before accepting copies, sight unaltered original. The original has a coloured background.

REGISTRY OF BIRTHS, DEATHS AND MARRIAGES

I hereby certify that this is a true copy of particulars recorded in the Commonwealth of Australia

Registrar





I, Sam Sample, as a Medical Practitioner, certify that this Australian Birth Certificate and Medicare card, is a true copy of the original.

*Sam Sample*

**1 February 2023**

Birth Certificate and Medicare card certified and signed by Medical Practitioner.

Tick	Documents required	Who needs to complete and sign them?
<input type="checkbox"/>	<p><b>Please provide a certified copy of at least one of the following verification documents:</b></p> <ul style="list-style-type: none"> <li>Trust Deed and all amendments (if applicable) where names of the trust, trustees, beneficiaries, settlor(s) and execution page is evident</li> <li>Settlement Deed or other document that contains a declaration of trust where the names of the trust and/or settlor(s) are evident</li> <li>A letter from a solicitor or qualified accountant on a letter head that confirms the following details of the Trust: <ul style="list-style-type: none"> <li>Trust name</li> <li>Establishment date</li> <li>Governing State</li> <li>Settlor (if applicable)</li> <li>Trust ABN if applicable</li> <li>Trust type</li> <li>Full name of beneficiaries AND beneficiary class (if any)</li> <li>Trustee name(s)</li> <li>Beneficial owners (note, beneficial owners of trustee are considered beneficial owners of the trust)</li> </ul> </li> </ul>	<p>The certified verification document needs to include the name of the Trust. Refer below for an example of certified verification document:</p> <div data-bbox="603 253 1453 656" style="border: 1px solid black; padding: 10px;"> <p><b>Trust Deed</b></p> <p>This deed made the 1 March 2005 Parties</p> <p><b>Name of Trust:</b> The Smith Trust <b>Address of Trust:</b> 123 Sample Street, Melbourne, VIC, 3000 <b>Trust ABN:</b> 123 456 789 01 <b>Trust type:</b> Discretionary trust</p> <p><b>Beneficiaries:</b></p> <ol style="list-style-type: none"> <li>Frankie Charlie</li> <li>Sam Jones</li> <li>Bhavja Kumar</li> <li>Paul Smith</li> </ol> <p>Hereinafter collectively referred to as "The Trustees" Executed as a deed 1 March 2005</p> <p><b>Signed, sealed and delivered by:</b>  Frankie Charlie</p> <p><b>Witness signature:</b>  <b>Witness name:</b> Chidi Abara</p> </div> <div data-bbox="991 271 1434 488" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>I, <i>John Sample</i>, as <i>Medical Practitioner</i>, certify that these <i>Minutes of the Annual General Meeting</i>, are a true copy of the original.</p> <p></p> <p><b>1 February 2023</b></p> </div> <p>Minutes of Annual General Meeting certified and signed by Justice of the Peace.</p>

## Step 2.

Send your completed and certified documents as listed above in the post via a Reply Paid envelope, addressed to:

**Bank of Melbourne Business Identification Team**  
**Reply Paid 91348**  
**SYDNEY NSW 2001**

No stamp is required. If you have any queries, please call our dedicated Business Identification team on **1800 100 238** (or **+61 3 8536 7870** if calling internationally), 9am – 5pm AEDT, Monday to Friday.

## Form definitions.

### **Bank of Melbourne Customer Access Number.**

Your Customer Access Number, can be found on the statement in Bank of Melbourne Internet Banking.

### **Beneficial Owner.**

The Beneficial Owner(s) of a trust are the person(s) that own or control each Trustee.

Generally, where the Trustee is an individual, the Trustee will be the Beneficial Owner.

Where the Trustee is a non-individual, the person(s) that owns or controls the non-individual will be the Beneficial Owner(s).

Where no Beneficial Owner(s) can be identified under the ownership or control arrangement, an individual who holds the power to appoint or remove the Trustees of the trust, such as the Appointer of a trust must be identified. This individual should be outlined in the Trust Deed.

### **Nature of business activities (ANZSIC).**

Australia and New Zealand Standard Industry Code (ANZSIC). Please provide us with the industry of your Business e.g: Real Estate Agent, Milk and Cream Manufacturer and we can find this information for you.

### **Address.**

Please use a street/physical address, not a PO Box.

### **Purpose of Business Relationship.**

This refers to your reasons for engaging with us to obtain products and services. Customers may have multiple reasons. Please choose all applicable options.

### **Source of Funds.**

This refers to the origin of the funds that are the subject of the business relationship between you and us. Many customers have multiple sources of funds. Please choose all applicable options.

### **Source of Wealth.**

This refers to the origin of your total net assets/total net worth. Many customers will have multiple sources of wealth. Please choose all applicable options.

If you have any queries, please call our dedicated Business Identification team on **1800 100 238** from anywhere in Australia (or **+61 3 8536 7870** if calling internationally) 9am – 5pm AEDT, Monday to Friday.

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### **Accessibility support.**

At any time, you can inform us how you would prefer to be contacted. If you are deaf and/or find it hard hearing or speaking with people who use a phone, you can reach us through the National Relay Service (NRS). To use the NRS, you can register by scanning the QR Code or visiting [infrastructure.gov.au/national-relay-service](https://infrastructure.gov.au/national-relay-service)



Visit [bankofmelbourne.com.au/accessibility](https://bankofmelbourne.com.au/accessibility) for further information on our accessible products and services for people with disability.

"QR Code" is a registered trademark of Denso Wave Incorporated.

*Bank of Melbourne acknowledges the traditional owners as the custodians of this land, recognising their connection to land, waters and community. We pay our respect to Australia's First Peoples, and to their Elders, past, present and future.*