

Signatory Identification Form

Baplink is required by the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Commonwealth)* to obtain certain information from you, and to verify that information is true and correct, before we can provide you with financial services. We may need to seek further information from you in the event of any errors or omissions.

Section 1: Know Your Customer Information	
Title	Mr Mrs Ms Miss Dr Rev Other
First Name(s)	
Middle Name (s)	
Surname	
Date of Birth	
Residential Address	
Mobile Phone	
Other Phone	
Email	
Occupation	
Country of Citizenship	
Country of Residence	
Section 2: Identification Documents	

As required by the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Commonwealth)*, please provide us with a clear COPY or COPIES of the following ID (**choose Option 1 or Option 2**):

Option 1: Photographic Identification (preferred) – please include a copy of one of:	
Current Australian driver's licence (please include readable copies of the front and back of the licence) OR	
Australian passport (current or expired no more than 2 years) OR	
Current Foreign passport OR	
Current State or Territory photo ID card OR	
Current national ID card with photo and signature	
Option 2: Non-photographic identification – one document from each column	
Non-photographic Identification	Secondary Identification
Birth certificate or birth extract issued by an Australian State or Territory	Commonwealth, State, or Territory Citizenship / Financial Benefits Notice (less than 12 months old)
Commonwealth citizenship certificate	Local government or utilities provider bill (less than 3 months old)
Financial benefits notice (less than 12 months old)	ATO Tax Notice (less than 12 months old)
Centrelink pension card or health care card	

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Section 3: Your Information & Our Privacy Policy

Why do we collect and hold your information?

We are required by the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Commonwealth) (AML/CTF Act) to collect, verify, and hold information about your identity and the underlying transaction before we are able to extend financial services to you, and in order to allow us to continue extending those services to you. The AML/CTF Act also requires that we continue to hold this information about you for seven years after we cease to extend our products and services to you.

How do we use your information?

We may use information you provide to us to:

- execute your instructions;
- determine charges and billing;
- assess your suitability for our products and services;
- direct market suitable products and services to you;
- maintain and develop our business systems and management processes; and/or
- comply with legal and regulatory requirements.

Our use of your information is governed by our Privacy Policy and by the Privacy Act 1988 (Cth). More information can be found on our website or by contacting our Privacy Officer (privacy.officer@baplink.org.au).

To whom do we disclose your information?

As part of the requirements under the AML/CTF Act and consistent with normal business practices, we may be required to disclose your information to one or more of the following:

- entities that verify identity and perform KYC due diligence under the AML/CTF Act;
- lawyers, conveyancers, accountants, brokers, and agents representing you;
- contractors for statement printing and mail out, card and cheque production, market research, or direct marketing; and/or
- law enforcement and government agencies as required by law or in compliance with their lawful orders relating to their enforcement activities.

Do you wish to know more?

If you wish to confirm what information is held by Baplink, to correct that information, or to complain about Baplink's handling of your information, please contact us by telephone, email, or in writing as follows:

Baplink

37 Redgum Place PO Box 6166
Gaythorne Qld 4051 Mitchelton Qld 4053
T: 1800 650 062 F: 07 3354 5605

E: privacy.officer@baplink.org.au

Once a complaint has been lodged, Baplink will respond to you as soon as possible. We will aim to deal with your complaint at the time of your complaint. If you are not satisfied with the response you receive, please let us know and we will investigate further and respond to you.

If you still are not satisfied, you can contact external bodies that deal with privacy complaints. These are the Australian Financial Complaints Authority (see below) which is our external dispute resolution scheme and the Federal Privacy Commissioner (see below).

Australian Financial Complaints Authority

GPO Box 3, Melbourne Vic 3001
Telephone: 1300 56 55 62
Website: www.afca.org.au

Federal Privacy Commissioner

GPO Box 5218 Sydney NSW 2001
Telephone: 1300 363 992
Website: www.oiac.gov.au

Section 4: Signature & Authorisation

I confirm that:

- All the information I have provided in this form is true, correct, and complete to the best of my knowledge;
- I consent to the collection, use, and disclosure of personal information as described in this form; and
- I consent to Baplink and its representatives to act as my agent to verify my information via a Credit Reference Agency, a document issuer, or an official record holder.

X	Name:
	Date:

