



Business Savings Application: Part B Unregulated Trust and Trustee Registration form.

Email: businessorigination@mebank.com.au

Mail: ME Business Account Services, Reply Paid 1345, Melbourne VIC 8060

Any questions? Call ME on **1300 658 108** Monday to Friday 9am-5pm (AEST/AEDT) or visit mebank.com.au

How to use this form.

- This form is for all Trusts that are not subject to the oversight of an Australian regulator.
- For Trusts that are subject to the oversight of an Australian regulator (e.g. self-managed superannuation funds, registered managed investment schemes, unregistered managed investment schemes, government superannuation funds) complete the Regulated Trusts and Trustee Registration form.
- Complete all applicable sections of this form in BLOCK LETTERS.
- Attach supporting documentation – refer to the document checklist at the end of this application.
- If you run out of space, please provide requested information on a second application form.
- Make sure the application is signed by the applicant and all pages of this application are returned.

Section 1 – business details.

Section 1.1 – business details.

Full name of trust

ABN (if any)

Registered business name of the trustee (if applicable)

Registered office address or address of the trust (PO Box not accepted)

Mailing address

Email address

Business phone number

Country of where trust was established

Section 1.2 – type of unregulated trust.

Select one of the following

Family trust Charitable trust Testamentary trust Unit trust

Other type ► please provide a description

A regulated trust (e.g. self-managed superannuation funds, registered managed investment schemes, government superannuation funds) applicant must complete the Regulated Trust and Trustee Registration form.

Section 1.3 – tax file number (TFN) or exception.

We are authorised by the Income Tax Assessment Act 1936 to collect your TFN. Providing your TFN is not compulsory and it is not an offence to decline to provide your TFN. However, if you don't provide it (or identify a relevant exemption) we are required by law to deduct withholding tax from any interest you earn on your account. We will only use your TFN if we are required to do so for lawful purposes, including providing information to the Commissioner of Taxation.

TFN

Or reason for exemption

Section 1.4 – entity type. (complete only if the applicant is an entity)

Laws based on the OECD Common Reporting Standard (CRS) require ME to collect and report information about an Account Holder's tax residency. If the Account Holder's tax residence is located outside Australia, we may be legally obliged to pass on the information in this form and other financial information with respect to your financial accounts to the Australian Taxation Office, and they may exchange this information with tax authorities of other countries pursuant to intergovernmental agreements to exchange financial account information. For more information on tax residence, consult your tax adviser or the information on the OECD website oecd.org or the ATO website ato.gov.au/crs.

Entity type:

Tick one box only – definitions of entity types can be found in the OECD Common Reporting Standard at oecd.org or check with your tax adviser if you are unsure.

Financial Institutions:

- An investment entity located in a non participating jurisdiction and managed by another financial institution
(If you tick this box see below for additional information you must provide)
- Other investment entity
- Depository institution, custodial institution or specified insurance company

NFEs: (Entities that are not a financial institution)

- Active NFE – a corporation the stock of which is regularly traded on an established securities market or a corporation which is a related entity of such a corporation
- Active NFE – a government entity or central bank
- Active NFE – an international organisation
- Active NFE – other (e.g. a start-up or a non-profit NFE)
- Passive NFE (If you tick this box see below for additional information you must provide)

If the entity is a financial institution that is an investment entity located in a non participating jurisdiction and managed by another financial institution **or** a Passive NFE, the controlling persons of the applicant (including, each settlor, trustee and beneficiary) are required to complete a **Self-certification (controlling person) form**. This form can be downloaded from our website mebank.com.au and must be returned with this application.

Section 1.5 – business tax residency.

Is the applicant a tax resident in any country other than Australia?

(An account holder is generally a tax resident in a country if it is liable to pay tax in that country – check with your tax adviser if you are unsure)

- No
- Yes If yes, the applicant is required to complete a **Self-certification (entity) form** (if the applicant is an entity). The form can be downloaded from our website mebank.com.au and must be returned with this application form.

Section 2 – trustee identification details.

Section 2.1 - identification information.

For an Australian unregulated trust, identification information is required for one of the trustee even if the trust has a number of trustees.

Please provide identification information for either an **individual trustee** in section 2.2 or a **corporate trustee** in section 3.

Section 2.2a – individual trustee.

Please note: We will communicate with this person regarding this application, including notifying our acceptance of the application and requesting further information if required. To add more than one signatory to this entity, please complete the Appointment of Signatory form.

Title (Mr/Mrs/Miss/Ms/Other) Given name(s)

Family name

Appointment to operate on the account

We require at least one authorised representative to be appointed. Please refer to the Business Online Savings Account and/or the Business Term Deposit Terms and Conditions for a list of everything an authorised representative can do in relation to your account which includes, in relation to a Business Term Deposit, the ability of an authorised representative to open an additional Business Term Deposit in your name provided certain conditions are met.

Should person no. 1 be registered for internet banking? (not available for accounts that need two to sign) Yes No

Please note that in order to be registered for internet banking person no. 1's email address and mobile phone number must also be supplied in section 2.2b.

Section 2.2b – individual trustee.

Residential address (PO box not accepted)

Date of birth

Gender

Male Female

Email address

At least one contact number is required.

Mobile phone

Home phone

Work phone

Occupation

Password

(minimum 5 characters, used to verify you when you call us)

Are you already a ME customer?

No ▼ Please answer questions below Yes ► Please go to section 4

Driver's licence number

State of issue

Expiration date

Are you an Australian citizen? No ▼ Yes ► go to Verifying your identity

Are you a permanent resident? (complete if you are not an Australian citizen) No ▼ Yes ▼

Current passport number

Expiration date

Country of issue

Visa subclass details

Section 2.2b – individual trustee continued.

Verifying your identity

If you are not an existing ME customer – before we can open an account we are legally required to verify your identity. The credit information files held by illion are one of the best electronic data sources we can use to verify your identity. If you consent to ME using your credit information file to help verify your identity then you need to read and agree to the below terms and conditions and authorise us to verify your identity online by ticking the 'yes' option below.

You have three options of verifying your identity:

1. Electronic verification
2. Australia Post
3. Certified ID

Electronic identity verification terms

By ticking the 'yes' box below, you consent to ME disclosing your name, residential address and date of birth to a credit reporting body to assist us to verify your identity. We will request and the credit reporting body may provide an assessment of whether the personal information provided matches (in whole or in part) personal information contained in a credit information file held by the credit reporting body. In preparing the assessment the credit reporting body may use the personal information about you and other individuals contained in their credit information files. No other information about your credit information file will be provided to ME. You also appoint ME as your agent to contact Commonwealth and State Government agencies ("document issuer or official record holder") on your behalf using VIX Verify Pty Ltd in order to check the details of your identification information supplied to us with the document issuer or official record holder for the purposes of verifying your identity.

Do you agree to the above electronic identity verification terms so that we can verify your identity online?

- Yes, verify my identity online.
Signature

- No, verify my identity in person at Australia Post
Please complete the Australia Post Verification form and submit this to an Australia Post branch.
- No, I will email my certified ID to ME.
Please email your certified ID to businessorigination@mebank.com.au
Refer to the supporting document section of this form for details on document certification.

Section 3 – corporate trustee.

Section 3.1 - company information.

Please complete in relation to one company trustee of the trust only.

Full company name

Company type: Proprietary company Public company

ACN

Registered office address (PO box not accepted)

Principal place of business address (if different to the registered office address - PO box not accepted)

Industry or business activity (e.g. super fund, manufacturing, construction)

Section 3.2 – company directors.

Please provide details of the company directors. If there are more company directors, please provide the details on a separate sheet.

Title (Mr/Mrs/Miss/Ms/Other)	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other)	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other)	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other)	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 3.3a – individual trustee.

Please note: We will communicate with this person regarding this application, including notifying our acceptance of the application and requesting further information if required. To add more than one signatory to this entity, please complete the Appointment of Signatory form.

Title (Mr/Mrs/Miss/Ms/Other)	Given name(s)	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Appointment to operate on the account

We require at least one authorised representative to be appointed. Please refer to the Business Online Savings Account and/or the Business Term Deposit Terms and Conditions for a list of everything an authorised representative can do in relation to your account which includes, in relation to a Business Term Deposit, the ability of an authorised representative to open an additional Business Term Deposit in your name provided certain conditions are met.

Should person no. 1 be registered for internet banking? (not available for accounts that need two to sign) Yes No

Please note that in order to be registered for internet banking person no. 1's email address and mobile phone number must also be supplied in section 2.2b.

Section 3.3b – individual trustee.

Residential address (PO box not accepted)
<input type="text"/>
<input type="text"/>

Date of birth	Gender	Email address
<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="text"/>

At least one contact number is required.

Mobile phone	Home phone	Work phone
<input type="text"/>	(<input type="text"/>) <input type="text"/>	(<input type="text"/>) <input type="text"/>

Occupation	Password (minimum 5 characters, used to verify you when you call us)
<input type="text"/>	<input type="text"/>

Are you already a ME customer?
 No ▼ Please answer questions below Yes ► Please go to section 4

Driver's licence number	State of issue	Expiration date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you an Australian citizen? No ▼ Yes ► go to Verifying your identity

Are you a permanent resident? (complete if you are not an Australian citizen) No ▼ Yes ▼

Current passport number	Expiration date
<input type="text"/>	<input type="text"/>

Country of issue	Visa subclass details
<input type="text"/>	<input type="text"/>

Section 3.3b – individual trustee continued.

Verifying your identity

If you are not an existing ME customer – before we can open an account we are legally required to verify your identity. The credit information files held by illion are one of the best electronic data sources we can use to verify your identity. If you consent to ME using your credit information file to help verify your identity then you need to read and agree to the below terms and conditions and authorise us to verify your identity online by ticking the 'yes' option below.

You have three options of verifying your identity:

1. Electronic verification
2. Australia Post
3. Certified ID

Electronic identity verification terms

By ticking the 'yes' box below, you consent to ME disclosing your name, residential address and date of birth to a credit reporting body to assist us to verify your identity. We will request and the credit reporting body may provide an assessment of whether the personal information provided matches (in whole or in part) personal information contained in a credit information file held by the credit reporting body. In preparing the assessment the credit reporting body may use the personal information about you and other individuals contained in their credit information files. No other information about your credit information file will be provided to ME. You also appoint ME as your agent to contact Commonwealth and State Government agencies ("document issuer or official record holder") on your behalf using VIX Verify Pty Ltd in order to check the details of your identification information supplied to us with the document issuer or official record holder for the purposes of verifying your identity.

Do you agree to the above electronic identity verification terms so that we can verify your identity online?

- Yes, verify my identity online.
Signature

- No, verify my identity in person at Australia Post
Please complete the Australia Post Verification form and submit this to an Australia Post branch.
- No, I will email my certified ID to ME.
Please email your certified ID to businessorigination@mebank.com.au
Refer to the supporting document section of this form for details on document certification.

Section 4 – applicant ownership or control details.

Please provide the details of each individual

- who is an appointer of the trust (if the trust deed includes an appointers); and
- who own (directly or indirectly) 25% or more of the company (if a company trustee); or
- where no one owns 25% or more of the company (if a company trustee):
 - then each individual that controls 25% or more of the shares (e.g. through voting rights); or
 - the individual who exercises primary control over strategic or financial decisions of the company (e.g. CEO, Managing Director).

Appointment to operate on the account

We require at least one authorised representative to be appointed. Please refer to the Business Online Savings Account and/or the Business Term Deposit Terms and Conditions for a list of everything an authorised representative can do in relation to your account which includes, in relation to a Business Term Deposit, the ability of an authorised representative to open an additional Business Term Deposit in your name provided certain conditions are met.

Please note that in order to be registered for internet banking person the individuals email address and mobile phone number must also be supplied in section 4.

Person no.1	
Date of birth	Title (Mr/Mrs/Miss/Ms/Other)
<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="text"/>
Family name	Given name(s)
<input type="text"/>	<input type="text"/>
Residential address (PO Box not accepted)	
<input type="text"/>	
<input type="text"/>	
Position (e.g. Chairman, Shareholder, CEO, Managing Director)	
<input type="text"/>	
Occupation	
<input type="text"/>	
Are you already a ME customer?	
<input type="checkbox"/> No ▼ <input type="checkbox"/> Yes ► go to the end of this section and provide a signature	
Are you an Australian citizen?	
<input type="checkbox"/> No ▼ <input type="checkbox"/> Yes ► go to Verifying your identity	
Are you a permanent resident? (complete if you are not an Australian citizen)	
<input type="checkbox"/> No ▼ <input type="checkbox"/> Yes ▼	
Current passport number	
<input type="text"/>	
Country of issue	
<input type="text"/>	
Expiration date	
<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	
Visa subclass details	
<input type="text"/>	
Go to Verifying your identity	

Person no.2	
Date of birth	Title (Mr/Mrs/Miss/Ms/Other)
<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="text"/>
Family name	Given name(s)
<input type="text"/>	<input type="text"/>
Residential address (PO Box not accepted)	
<input type="text"/>	
<input type="text"/>	
Position (e.g. Chairman, Shareholder, CEO, Managing Director)	
<input type="text"/>	
Occupation	
<input type="text"/>	
Are you already a ME customer?	
<input type="checkbox"/> No ▼ <input type="checkbox"/> Yes ► go to the end of this section and provide a signature	
Are you an Australian citizen?	
<input type="checkbox"/> No ▼ <input type="checkbox"/> Yes ► go to Verifying your identity	
Are you a permanent resident? (complete if you are not an Australian citizen)	
<input type="checkbox"/> No ▼ <input type="checkbox"/> Yes ▼	
Current passport number	
<input type="text"/>	
Country of issue	
<input type="text"/>	
Expiration date	
<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	
Visa subclass details	
<input type="text"/>	
Go to Verifying your identity	

Section 4 – applicant ownership or control details continued.

Person no.3

Date of birth

Title (Mr/Mrs/Miss/Ms/Other)

Family name

Given name(s)

Residential address (PO box not accepted)

Position (e.g. Chairman, Shareholder, CEO, Managing Director)

Occupation

Are you already a ME customer?

No ▼ Yes ► go to the end of this section and provide a signature

Are you an Australian citizen?

No ▼ Yes ► go to Verifying your identity

Are you a permanent resident? (complete if you are not an Australian citizen)

No ▼ Yes ▼

Current passport number

Country of issue

Expiration date

Visa subclass details

Go to Verifying your identity

Person no.4

Date of birth

Title (Mr/Mrs/Miss/Ms/Other)

Family name

Given name(s)

Residential address (PO box not accepted)

Position (e.g. Chairman, Shareholder, CEO, Managing Director)

Occupation

Are you already a ME customer?

No ▼ Yes ► go to the end of this section and provide a signature

Are you an Australian citizen?

No ▼ Yes ► go to Verifying your identity

Are you a permanent resident? (complete if you are not an Australian citizen)

No ▼ Yes ▼

Current passport number

Country of issue

Expiration date

Visa subclass details

Go to Verifying your identity

Section 4 – applicant ownership or control details continued.

Verifying your identity

If you are not an existing ME customer – before we can open an account we are legally required to verify your identity. The credit information files held by illion are one of the best electronic data sources we can use to verify your identity. If you consent to ME using your credit information file to help verify your identity then you need to read and agree to the below terms and conditions and authorise us to verify your identity online by ticking the 'yes' option below.

You have three options of verifying your identity:

1. Electronic verification
2. Australia Post
3. Certified ID

Electronic identity verification terms

By ticking the 'yes' box below, you consent to ME disclosing your name, residential address and date of birth to a credit reporting body to assist us to verify your identity. We will request and the credit reporting body may provide an assessment of whether the personal information provided matches (in whole or in part) personal information contained in a credit information file held by the credit reporting body. In preparing the assessment the credit reporting body may use the personal information about you and other individuals contained in their credit information files. No other information about your credit information file will be provided to ME. You also appoint ME as your agent to contact Commonwealth and State Government agencies ("document issuer or official record holder") on your behalf using VIX Verify Pty Ltd in order to check the details of your identification information supplied to us with the document issuer or official record holder for the purposes of verifying your identity.

Do you agree to the above electronic identity verification terms so that we can verify your identity online?

Person no. 1

- Yes, verify my identity online.
Signature

- No, verify my identity in person at Australia Post
Please complete the Australia Post Verification form and submit this to an Australia Post branch.
- No, I will email my certified ID to ME.
Please email your certified ID to
businessorigination@mebank.com.au

Refer to the supporting document section of this form for details on document certification.

Person no. 3

- Yes, verify my identity online.
Signature

- No, verify my identity in person at Australia Post
Please complete the Australia Post Verification form and submit this to an Australia Post branch.
- No, I will email my certified ID to ME.
Please email your certified ID to
businessorigination@mebank.com.au

Refer to the supporting document section of this form for details on document certification.

Person no. 2

- Yes, verify my identity online.
Signature

- No, verify my identity in person at Australia Post
Please complete the Australia Post Verification form and submit this to an Australia Post branch.
- No, I will email my certified ID to ME.
Please email your certified ID to
businessorigination@mebank.com.au

Refer to the supporting document section of this form for details on document certification.

Person no. 4

- Yes, verify my identity online.
Signature

- No, verify my identity in person at Australia Post
Please complete the Australia Post Verification form and submit this to an Australia Post branch.
- No, I will email my certified ID to ME.
Please email your certified ID to
businessorigination@mebank.com.au

Refer to the supporting document section of this form for details on document certification.

Section 5 – trustee beneficiary and settlor details.

Section 5.1 – trustee beneficiaries

Please provide details of the trustee beneficiaries.

Title (Mr/Mrs/Miss/Ms/Other)	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other)	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other)	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other)	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

If the terms of the trust identifies the beneficiaries by reference to membership of a class (e.g. family members of a named person), please provide details of the class(es):

<input type="text"/>
<input type="text"/>

Section 5.2 – settlors.

If the terms of the trust identifies the settlors contribution was \$10,000 or more at the time the trust was established, provide the full name of the settlor (unless deceased):

Title (Mr/Mrs/Miss/Ms/Other)	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other)	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 6 – privacy notice.

Collection, use and disclosure of information.

You are providing personal information to ME for the primary purpose of ME contacting you, assessing your application, verifying your identity and then establishing and administering your account. Your personal information may be used and disclosed to third party service providers for these purposes and without this information, ME may not be able to consider or approve your application or provide our services.

You must only give us information about any other person with their permission, and if you have told them about this privacy statement. Some laws require or authorise our collection of your personal information including (where applicable):

- the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth);
- the Income Tax Assessment Act 1936 (Cth) and the Taxation Administration Act 1953 (Cth).

We also collect your personal information for the purposes of:

- customer relations including management of our relationship with you and market or customer satisfaction research and product;
- development, and to obtain aggregate information for statistical or research purposes;
- our internal operations including record keeping, risk management and auditing, training, file reviews and portfolio analysis;
- information technology systems development and testing;
- investigating, resolving and preventing complaints;
- considering any other application made by you to ME for financial products or services;
- conducting fraud assessments;
- informing you about any of our products, or those of our alliance partners, that may be of interest to you; and
- reporting and data analytics, including for regulatory, management, statistical or research purposes.

We may disclose your personal information for those purposes to:

- our related entities, service providers, contractors, external advisers or alliance partners (for example a union, superannuation fund, insurer or other third parties with which we have arrangements);
- government and regulatory bodies, law enforcement bodies and courts as required by law or in accordance with prudent banking practice;
- external complaint resolution bodies;
- any person we are considering selling part of our banking business to;
- payment system operators; and
- other financial institutions.

We may also disclose your personal information to our third party service providers for them to help us provide banking and related services to you. Our third party service providers may store or access your personal information overseas. These countries are listed in our Privacy and Credit Reporting Policy, which may change from time to time.

Personal information we are required to disclose to the Australian Taxation Office may be exchanged with tax authorities in other countries pursuant to intergovernmental agreements to exchange financial account information.

Marketing.

ME may use your personal information to get in touch with you about ME products and services that may be of interest. If you don't want us to do this, please call us on **1300 658 108** or log in to internet banking to send us a secure email.

Access to your personal information and complaints.

ME's Privacy and Credit Reporting Policy contains information about how you can:

- access and seek to correct your personal information held by ME; and
- complain about a breach by ME of the Australian Privacy Principles and how ME will deal with the complaint.

ME's Privacy and Credit Reporting Policy is available at **mebank.com.au** or by phoning us on **1300 658 108**.

Section 7 – customer relations.

At ME, we're committed to building a reputation for excellence in customer service that includes delivering on our promises. If for some reason our service does not meet your expectations, please contact us as set out above to find out about our dispute resolution procedures. ME is a member of the Australian Financial Complaints Authority (AFCA).

Section 8 – financial claims scheme.

For peace of mind, it's good to know that the Financial Claims Scheme (Scheme) covers your deposit account. And it might entitle you to payments under the Scheme, which are subject to a limit for each depositor. The Australian Government's Financial Claims Scheme website fcs.gov.au and the APRA hotline on 1300 55 88 49 are the go-to places for more information about the Scheme.

Section 9 – declaration.

1. I/We declare that all information provided in this application is true and correct.
2. I/We warrant and represent in the case of trusts, I am the only trustee(s) of the trust and I have full trust power and authority to open and operate a Business Online Savings Account/Business Term Deposit.
3. I/We also understand that for joint applicants the signing authority for account(s) is 'any to sign'.
4. I/We have informed the people nominated in this form that I/we have provided their personal details to ME and that their personal information may be collected, used and disclosed in the manner and for the purposes set out in the Privacy Notice in section 7.
5. I/We agree that my/our personal information may be collected, used and disclosed in the manner and for the purposes set out in the Privacy Notice in section 7. If you do not want ME or its subsidiaries or its associated companies to use the personal information contained in this application form to provide such information to you, simply contact ME during normal business hours on **1300 658 108** or log in to internet banking to send us a secure email.
6. I/We agree to advise ME within 60 days of any change in circumstances that affects my/our tax residency status declared in this application.

Please follow the instructions below to sign this form.

Signature rules:

- **Company as trustee:** All trustees to sign.
- **Individual as trustee:** All trustees to sign.
- **Company(ies) and Individual(s) as trustees:** All trustees to sign.

Signature 1

Position (if required)

Print name

Date

Signature 2

Position (if required)

Print name

Date

Signature 3

Position (if required)

Print name

Date

Supporting document checklist.

Getting your paperwork in order? This handy checklist shows exactly what documents you'll need:

Certifying your documents.

Before you send us copies of your documents, you will need to get them certified within three (3) months before lodging your application. You can do this by taking your original document(s) together with a photocopy of the original to an approved person.

The following approved persons can certify a document as a true copy of an original.

- | | | |
|--|--|--|
| <ul style="list-style-type: none">• Medical practitioner• Nurse• Minister of religion• Pharmacist• Bailiff• Police officer• Justice of the Peace• Legal practitioner• Sheriff or Sheriff's officer• Bank officer**• Registrar or Deputy Registrar of a court officer or authorised representative of a holder of an Australian financial service licence | <ul style="list-style-type: none">• Judge, Master or Clerk of a court• Australian consular or diplomatic officer• Veterinary surgeon• Physiotherapist• Member of:<ul style="list-style-type: none">• CPA Australia• The Institute of Public Accountants• Chartered Accountants Australia and New Zealand• Engineers Australia (other than the grade of student)• Employee of the Commonwealth or Australian Trade Commission in a country or place outside Australia | <ul style="list-style-type: none">• Senior Executive Services employee, permanent employee*, or parliament member of the Commonwealth, the Parliament of a State Territory legislature or local government authority of a State or Territory• Australian Defence Force officer, non-commissioned officer* or warrant officer• Australia Postal Corporation agent in charge of a postal office, or permanent employee in a post office**• Permanent full-time or part-time teacher at a school or tertiary education institution, school principal or dean |
|--|--|--|

*with two or more years of continuous service

**with five or more years of continuous service

Supporting documents required.

- Identification certified within three (3) months of this application if selected as a 'Verifying your identity' option; **and**
- A certified copy or certified extract of the trust deed; **or**
- A letter from a solicitor or qualified accountant verifying the name of the trust.

Supporting forms required.

- Self-certification (entity) form(s) attached – required if the entity is a foreign tax resident.
- Self-certification (controlling person) form(s) attached – required if the entity is a Passive NFE or an investment entity located in a non-participating jurisdiction and managed by another financial institution.
- A completed Appointment of Signatory form if adding more than one signatory.
- A completed Business Savings Application form if adding more than one signatory (note this form requires you to provide a copy of a recent bank statement for your nominated account).