



Collection and Verification of Know Your Customer Information for Sole Trader & Business Names

Purpose of this form:

The Commonwealth Bank of Australia is collecting your organisation and its related parties' information in order to comply with its regulatory obligations, including the Anti-Money Laundering and Counter-Terrorism Financing Act 2006. This form will assist the Bank to collect and verify your organisation's details. This form is not intended to be used as an application for any of the Bank's products or services.



Guide to completing this form:

This form applies to registered Business Name, including any individuals trading in their own legal name. It does not apply to any other organisation types.

All fields marked with * are mandatory.



Who can complete this form?

Sole Trader

If you are trading in your own name or have a business name registered as an individual, only proprietor or anyone with Power of Attorney (we will require evidence of this before accepting the completed form) over the Individual that has registered the Sole Trader. For more information, visit Commbank.com.au and search for "Account access, power of attorney & other authorities".

Business Name

If your business name is registered to an organisation, then someone who holds a position of authority within the organisation will need to complete this form (as detailed below):

▶ If the Proprietor is a trust, then anyone who holds one of the following roles in the trust

- Trustee
- Principal
- Beneficiary
- Appointer

▶ If the Proprietor is a company, then anyone who holds one of the following roles in the company:

- Director
- Secretary
- Shareholder

Section 1: Sole Trader/Business Name

Australian Business Number (ABN)*

Full Business Name* (if your business does not operate under its own entity name (e.g. ABC Pty Limited) or your name (e.g. Jane Smith), you will need a registered business name)*

Industry information* – what is the primary business/purpose of the trading entity?

Is the organisation's primary business activity investing?*

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

Yes No

Is the Proprietor/Business Name Holder an individual (natural person) or an organisation?*

Individual ▶ Go to Section 2: Individual Proprietor

Organisation ▶ Go to Section 3: Organisation Proprietor

Section 2: Individual Proprietor

First Name

Middle Names (if any)

Surname

Other Names Known By (if any)

Date of Birth (DD/MM/YYYY)

Residential address (PO Box is not acceptable)

State	Postcode	Country

Occupation

Employer's Name

Start Date

Employment Type

Tax Residency Information

- Please provide all countries where you are a resident for tax purposes; and Tax Identification Number (TIN) for each country of tax residency; or
- Select one of the below reasons;
 - 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 (use this if providing Australia)
 - d. TIN information will be provided later (if this reason is selected, account operations might be impacted until TIN is provided)
- Note: if you are a resident or citizen of the US, it is mandatory to include US as a country of tax residency

Tick the box that is applicable

Australia Only

Australia and/or Other Countries (please complete below)

Country(ies) of Tax Residency Please list all country(ies) of tax residency.	Tax Identification Number (TIN) or Reason for no TIN Please provide a TIN for each country of tax residency or select one of the reasons for no TIN (refer to option a, b, c, or d above)

Section 3: Organisation Proprietor

Full Name of Organisation

Unique Identifier Number issued to the organisation e.g. Australian Company Number (ACN), if any

Section 4: Documentation Requirements

To verify the details you provided, the CommBank will be retrieving a copy of your registration details from ABN Lookup, please ensure:

For Sole Trader

You are registered with an active Australian Business Number (ABN), you can check your ABN status via ABN Lookup.

For Business Name registered to an Organisation or Individual

You are registered with an active Australian Business Number (ABN) and your Business Name must be registered as a Business Name. From 1 November 2023, ABN Lookup will no longer display Trading Names and will only display registered Business Names, for more information refer to the Australian Business Register (ABR) and Australian Securities & Investments Commission (ASIC) websites.

Section 5: Privacy

Our Privacy Policy

Visit commbank.com.au/privacy for our most up to date privacy policy or ask for a copy at any CommBank Branch.

It tells you about:

- Other ways and reasons we may collect, use or share your information.
- How to access your information and correct it if it's wrong.
- How to make a privacy-related complaint (including about our compliance with the Australian Privacy Principles and credit reporting rules and codes) and how we'll deal with it.

Want to speak to us about your privacy?

Phone: 1800 805 605 or +61 2 9841 7700 from overseas 8:30am – 6pm (AEST) Monday to Friday

Fax: 1800 028 542 or +61 2 9841 7700 from overseas

To make a privacy related complaint visit commbank.com.au/feedback or write to us:

CBA Group Customer Relations,
Reply Paid 41,
Sydney NSW 2001

Section 6: Declaration

Customer Declaration

This declaration is to be signed by an authorised representative of the entity.

I understand and acknowledge that the law requires applicants to provide true and correct information and state all the names by which they are commonly known. I also understand that the law prohibits the use of false names, as well as the giving, use or production of false or misleading information or documents in connection with the provision of financial services and making, possession or use of a false document in connection with an identification procedure.

Where applicable, I have obtained consent of any individual(s) whose personal information is provided in the application. In addition, those individuals have authorised the collection, use or exchange of their information in accordance with our Privacy Policy.

Where applicable, I certify that I am authorised by, and have the consent to provide this information on behalf of individual and the entity, 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.

I declare that the details as shown on this form are complete and correct and that I will advise the Commonwealth Bank of Australia if these change.

I acknowledge the Commonwealth Bank of Australia may request additional document(s) per **Section 4: Documentation Requirements** or clarification if there are any further outstanding details required.

Name

Position

*Signature

Date (DD/MM/YYYY)

Space for Additional Information (if applicable)