

1. Know Your Client Information

An authorised person on behalf of the Anglican Parish is to complete this form in full and return it with any attachments and your application, to us by scanned copy to email: enquiries@anglicanfundsmangement.com.au and originals via post. Pursuant to the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth)*, Anglican Funds Management (AFM) cannot commence providing the Anglican Parish with Financial Services until we obtain client information that is verified to be true and correct.

We may require further information from you to complete the application.

2. Authorised Signatory for the Account

Name of Person (Authorised Signatory) completing this form on behalf of the Parish

Date

Full name of Parish

Full address of the Parish's principal place of administration or registered office

If the Parish does not have a principal or registered office address, the registered address of the public officer, secretary, or treasurer (main contact address).

For Associated Parishes, identifying number issued to the Parish upon incorporation and the State or Territory jurisdiction of incorporation or relevant Act under which the association is incorporated. Country of formation, incorporation, or registration.

Identifying Number

Certification of incorporation is attached

3. Parish Council Members

Full name of each member of the Governing Board, Management Committee or Parish Council. These people will normally be listed as a Responsible Person if your organisation is registered with the Australian Charities and Not-for-profits Commission ('ACNC').

For each member of your governing board or committee listed please indicate any **specific office or position they may hold** such as Chair, Deputy Chair, Secretary, Treasurer or Clergy.

These positions may be appointed in accordance with your constitution or by your governing board and may be recorded in the minutes of member or the governing board meetings.

Please refer to your registered officers minuted as to who is a member of your governing Board or council and for the Key Office Holder positions.

4. Beneficial Owner Information:

A **beneficial owner** is an individual who ultimately owns or controls (directly or indirectly) the client. Ownership for the purposes of determining a beneficial owner means **25 per cent or more** of the voting control. As Associated Parishes have no owner it is necessary to identify the key Office Holder/s that is/are Senior Managing Official/s who make/s, or participates in making, decisions that affect the whole, or a substantial part, of the business of the Parish or who has the capacity to affect significantly the financial standing of the Parish.

For example these key Office Holders may be the **Chairperson, Clergy, Treasurer, Secretary**, or other Official that can exercise day to day authority in relation to financial matters of the organisation, whether or not they are a signatory to the account. Key Office Holders are usually each recorded as a 'Responsible Person' with the ACNC and published on the ACNC website. These should be based on the leadership positions of the Associated Parish as detailed in the Constitution. Refer www.acnc.gov.au/charity

The definition of 'control' includes whether the control is exerted by means of constitutions, trusts, agreements, arrangements, understandings, or practices and whether or not the individual has control based on legal or equitable rights. It includes where an individual can exercise control through making decisions about financial and operating policies.

Financial and Operational Key Office Holders

List Responsible Office Holders that have financial and operational oversight of the Parish.

Full name of each key or Managing Official or Office Holder such as Chair, Deputy Chair, Senior Clergy, Secretary or Treasurer as stipulated in your constitution or appointed by your governing board.

For each Office Holder named, please indicate their position.

Complete the Individual ID Authority Form for each Parish Council Member and Responsible Office Holders

Tick if completed and attached for each person

Office Use Only

The above listed Office Holders are confirmed or updated according to the following

<input type="checkbox"/>	Association's Constitution or	<input type="text"/>
<input type="checkbox"/>	Association's minutes or	<input type="text"/>
<input type="checkbox"/>	The ACNC or	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

5. Verify Your Client Information

Please provide the required documentation listed below that is applicable to your Parish and tick the appropriate box. To open an account the Parish must have a written Constitution or Rules.

Identity Document

- Constitution or Rules of the Parish:** As our Parish has not lodged its constitution or rules with the ACNC, please find attached a certified copy of the current Constitution or Rules of the Parish.
- If your Parish is registered with ACNC please ensure your details, including your Constitution & Responsible Persons with correct position designations, are up-to-date.
- Minutes:** Please also remember to attach a signed copy of the relevant Minutes for your organisation to authorise the opening of an account with AFM. If you are a new AFM client or whenever you are changing the authorised signatories for your organisation. Minutes are not required if you are simply opening an additional account with the same signatories.

6. Certified Documents

This section lists the persons approved to certify your documents. If you are unable to have your documents certified by one of the above persons, please contact AFM to discuss alternative arrangements.

Please tick the appropriate box of the person who certified your documents.

Person Authorised to Certify Documents

- A justice of the peace
- A person who is enrolled as the Supreme Court of a State or Territory or the High Court of Australia as a legal practitioner, however described
- A police officer
- A register or deputy register of a court
- A chief executive officer of a Commonwealth Court
- A notary public (for the purposes of Statutory Declarations Regulations 1993)
- A magistrate or a judge of a court

- A commissioner for declarations
- An Australia Post Officer, permanent employee with at least 2 years continuous service
- An Agent of Australia Post in charge of a post office
- An Accountant (member of a recognised accounting body with at least 2 years continuous membership)
- An Australian consular/diplomatic officer
- An Officer of a financial institution with at least 2 years continuous service
- An Officer of a finance company with at least 2 years continuous service
- An Officer/authorised representative of a holder on an Australian Financial Services Licence with at least 2 years continuous service

The Certifier Must:

- Write the following wording, or similar, on the copy of the documents:
 - **Example for documents in Option 1**
"I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original."
 - **Example for documents in Option 2**
"I certify that I have seen the original documentation and this copy is a complete and accurate copy of that original."
- Sign and date each page of the photocopy
- Add their name in block letters along with their position/capacity, address and daytime contact phone number. The certifier may be contacted by Anglican Funds Management.
- Add the official stamp of their office, if applicable.

For assistance in completing this form and to return originals, please see contact details below:

P National 1300 059 305 | Direct 08 8305 9305
E enquiries@anglicanfundsmangement.com.au
M Anglican Funds Management
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North Adelaide SA, Australia 5006