

1. Know Your Client Information

An authorised person on behalf of the entity is to complete this form in full and return it with any attachments and your application, to us by email on enquiries@anglicanfundsmangement.com.au and send originals via post. Pursuant to the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth)*, Anglican Funds Management (AFM) cannot commence providing your entity 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 Entity

Date

3. Beneficial Owner Information

A beneficial owner is an individual who ultimately owns or controls (directly or indirectly) the entity. Ownership for the purposes of determining a beneficial owner means 25 per cent or more of the voting control. The Key Office Holder/s are Senior Managing Officials who make or participate in making decisions that affect the whole, or a substantial part, of the entity or who has the capacity to affect significantly the financial standing of the entity. For example these Key Office Holders may be the Chairperson, Director, 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 Holder/s are usually each recorded as a 'Responsible Person' with the ACNC and published on the ACNC website or ASIC register. These should be based on the leadership positions of the entity as detailed in the Constitution or duly named. Refer www.acnc.gov.au/charity website where 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.

Responsible Person/s

Full name of each responsible person. Please indicate where relevant, their position (Chair, Deputy Chair, Secretary, Treasurer, Director, Principal etc.). All responsible persons should be listed.

Please check that your ASIC or ACNC details are up to date and correspond to this list.

Full name of the Entity (including ACN or ABN)

Entity Type (i.e. Company, Charity, Not for Profit, School, Non-Associated Parish)

Full address of Entity's registered office in Australia

Full address of principal place of business in Australia (Write "as above" if it is the same)

Country of formation, incorporation, or registration

Name of body with which Entity is registered (e.g. ASIC, ACNC)

If registered, formed or incorporated outside of Australia, address of registered office and principal place of business in country of registration, formation, or incorporation. (Note: AFM can only accept applications from entities connected to the jurisdiction of Australia.)

If the entity is a company and has shareholders, please provide the full name of all shareholders who can exercise 25% or more of the voting rights.

If there are no shareholders with 25% or more of the voting rights, such as for a company limited by guarantee, please write "Not applicable".

If you answered "Not applicable" above and there is no shareholder with 25% or more of the voting rights, please provide the full name of the CEO or equivalent officer (such as Managing Director or Principal).

This must be provided whether or not that person is a director, secretary or shareholder.

Complete the ID Individual Authority for each office holder/responsible person or shareholder detailed above, and for all directors where there are 4 or less directors in total.

These forms only need to be provided separately for those individuals listed that are not a signatory.

(For authorised signatories this information should be provided in the Application Form)

Tick if completed and attached for each person

Office Use Only

The above directors and officers are confirmed by

- the Company's Constitution or
- Company's Extract or
- The ACNC or ASIC Register

4. Verify Your Client Information

Please provide the required documentation listed below that is applicable to your entity and tick the appropriate box.

Identity Document

- A certified copy of the Constitution, unless registered with the Australian Charities and Not-for- profits Commission ("ACNC").
- Full extract of Company Information from Australian Securities and Investments Commission ("ASIC") or Annual Statement including amendments from ASIC. If your company is registered with the ACNC, please ensure your details, including Responsible Persons with position designations, are current. If your company is a statutory corporation such as formed under an Act of Parliament, please supply a copy, or provide a reference or web link.

5. Certified Document Requirements

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 photocopies
- 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.

6. Declaration

I/we declare that all information provided in the above Identity Form is true and correct:

- I/we declare that we have read the Customer Information Statement relevant to the application we wish to make.
- I/we have viewed and understood the Online Access Terms and Conditions from www.anglicanfundsmangement.com.au website.
- I/we accept the Online Access Terms & Conditions and are subject to these T's & C's as amended from time to time.
- I/we declare that the signatories are authorised to act on behalf of the Anglican Entity.

Note: If you are signing this form under a Power of Attorney please attach a certified copy of the document to this application. As a Power of Attorney you will also need to complete an Identity Verification Form.

7. Signatories

All authorised signatories must sign and date this application form.

Signatory 1

Name

Signature

Position Title

Date

Signatory 2

Name

Signature

Position Title

Date

Privacy Statement

Access and usage of all information collected by Anglican Funds Management is governed by our Privacy Policy. Full details of this policy are available on our website www.anglicanfundsmangement.com.au. If you are a signatory to an investment we collect and use your information to substantiate your identity and enable us to provide and manage that investment. If you are an acceptable certifier we may also use your information to substantiate the signatory's identity. We may also

use your information to provide you with details about other products provided by Anglican Funds Management unless you explicitly instruct us in writing not to do so. We do not provide your information to any other organisation without your consent, other than to those organisations that provide administrative or other operational services to Anglican Funds Management.

For assistance in completing this form please see contact our office on the details below:

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

REMEMBER: If you're including identity verification documents:

- A certified copy of each document is to be attached to the completed application form (Please, do not send originals).
- Also, check that each page of a multi-page copy has been certified.