

# Identity Checklist for Domestic Private Company

Thank you for your interest in our products and services.

Whether you're looking for a low fee bank account for your business expenses, a business savings account that earns you interest, or a combination of the two, BOQ has a business bank account that can suit your needs.

This checklist is a guide for customers applying for a new business account. We need the following information from you so that we can comply with our regulatory obligations under the Anti-Money Laundering and Counter-Terrorism Financing laws. We may need additional information from you to support the account opening process.

**These guidelines apply to all proprietary/private companies incorporated in Australia.**

## What we need:

- Full name of the company as registered with ASIC
- Address of the company's registered office
- Address of the company's principal place of business (if any)
- Australian Company Number (ACN) as issued to the company by ASIC
- Names of each director and company secretary of the company
- Nature of the business activities of the company
- Tax residency information of the company. Please provide a Tax Identification Number (TIN)
- Each person operating on the account (including Signatories, Directors, Company Secretary and Beneficial Owner\*) will need to provide identification documents as per the **Identity Checklist for Individuals** at your local BOQ branch (unless they are existing BOQ customers)

\* Beneficial Owner is the person or persons who ultimately owns or controls (directly or indirectly) the company. This would be anyone who directly or indirectly own 25% or more of the company shares or if no person directly or indirectly owns more than 25% of the shares in the company then any person who controls the financial and operating policies of the company.

Please bring all the above information to your appointment at your local BOQ branch so we can open your new BOQ Business Account as soon as possible.