

# **Anti-Money Laundering/ Counter Terrorism Financing Policy ("AML")**

## **Purpose**

Australia has implemented anti-money laundering and counter-terrorism financial (AML/CTF) laws to meet international standards and to help protect business from being misused for money laundering and terrorism financing.

As a new client seeking services from Taylor Collison you will be asked to verify your identity. If you are an existing client the impact should be minimal, however, you may be required to provide additional information when opening a new account or if your circumstances change. The type of information that you need to provide depends on what type of customer you are.

Taylor Collison operates an AML/ CTF program that:

- meets the AML/CTF Act and associated laws
- is supported by policies and procedures to combat money laundering and terrorism financing
- is monitored and tested to ensure policies and procedures remain effective and are adhered to; and
- supports the achievement of AML/CTF best practices.

Taylor Collison also manages Employee due diligence by screening all prospective and temporary employees.

Taylor Collison meets stringent investor identification and verification requirements using a risk-based approach. This means that prior to opening an account or offering a service, we must be satisfied that you are who you claim to be. A client conducting a transaction may be asked to provide different forms of identification.

## **What happens is I do not have identification**

If you are unable to provide the appropriate level of identification required by legislation Taylor Collison may not be able to provide the service you require or your application may be delayed where identification documents are inadequate.

## **How will my privacy be protected?**

Taylor Collison is subject to the Privacy Act 1988 (Privacy Act). The Privacy Act regulates the collection, use, disclosure, quality and security of personal information. More information about the collection of your personal information is provided in **Taylor Collison's Privacy Policy**.

For more detailed information on AML/CTF, please refer to the **AUSTRAC website** .

## **AML Customer Requirements - Identification**

### **Introduction**

You are required under Australian law to provide a range of information and identification to enable us to establish your account.

## What is my customer type?

- **Personal** - an individual person of any nationality.
- **Sole Trader** - a person who trades in their own legal right without the use of a company structure, incorporation or partners and who, alone, has full liability for the activities of the business. □
- **Domestic company** - a company that is incorporated in Australia. This includes proprietary, public and listed public companies.
- **Foreign company** - a company that is incorporated outside of Australia
- **Partnership** - where there is a relationship between persons (the partners) carrying on business in common with a view to profit. The rights of the partners between themselves are governed by a partnership agreement.
- **Trust** - a trust is a relationship which exists where the trustee holds property or assets for the benefit of the beneficiary. The trustee can be an individual, group of individuals or a company.
- **Association** - a group of persons who have agreed to join together in pursuit of one or more common objectives. It can be incorporated or unincorporated.
- **Registered co-operative** - a legal entity owned and controlled by the people for whom it was established and who benefit from using its services.
- **Government body** - can be a domestic (eg. Commonwealth, State or Territory) or foreign government body.

## Category A - Primary Identification Document

Documentation must contain your full name, residential address and date of birth. For example 1 document may contain your full name and date of birth while a second document may show your name and address.

If any document is written in a language other than English , you must provide an English translation prepared by an accredited translator.

- Birth certificate - Australian (full birth certificate or extract birth certificate issued by State/Territory Registry of Births, Deaths and Marriages). □
- Birth certificate - Foreign (issued by a foreign government, the United Nations or an agency of the United Nations; must be a full birth certificate □
- Citizenship certificate - Australian
- Citizenship certificate - Foreign (issued by a foreign government);
- Driver's licence - Australian\*
- Learner's driver's licence - Australian\*
- Passport - Australian (can either be current or expired within the last 2 years; must not be cancelled, defaced or mutilated)\*
- Passport - Foreign (issued by a foreign government, the United Nations or an agency of the United Nations; must not be cancelled, defaced or mutilated)\*
- Travel document - Foreign (issued by a foreign government, the United Nations or an agency of the United Nations)\*
- Boat licence - Australian\*
- Taxi licence - Australian\*
- Pension card - Centrelink
- Pension card - Department of Veterans' Affairs
- KEYPASS photo ID card\*
- 18+ Proof of age card\*

## Category B & C - Secondary Identification Document

- National identity card (issued by a foreign government, the United Nations or an agency of the United Nations)\*
- Public Service employee ID card - Australian\*
- Student ID card - Australian higher education (TAFE or University)\*
- Australian Taxation Office (ATO) notice issued within the last 12 months which shows your name and residential address
- Financial benefits notice issued by a Commonwealth, State or Territory government issued within the last 12 months which shows your name and residential address (e.g. a notice from Centrelink)
- Utilities notice issued by a local government or utilities provider within the last 3 months which shows your name and residential address
- Health care card - Centrelink
- Health care card - Department of Veterans' Affairs
- Marriage certificate - Australian
- Medicare card
- Commonwealth seniors health card or State seniors card

*\* Must contain photograph and signature*

### Acceptable certifiers

1. A person enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
  2. A judge of a court
  3. A magistrate
  4. A chief executive officer of a Commonwealth court
  5. A registrar or deputy registrar of a court 6.
- A Justice of the Peace
7. A notary public (for the purposes of the Statutory Declaration Regulations 1993)
  8. A police officer
  9. An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

10. A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
11. An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
12. An officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993)
13. A finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993)
14. An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees
15. A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership
16. If the certification occurs in New Zealand: a person whom a statutory declaration may be made under the law of New Zealand.