

Your guide to completing your Partnership's profile.


This guide aims to help Partnerships verify and update Partnership details as we have missing or incomplete information in our system. By providing this information, you will better protect the Partnership's account(s) and help reduce the risk of identity theft.

Step 1.

Complete and provide the documents listed below.

The form is available at banksa.com.au/bizsecure then go to the Partnerships Tab under section 'What you need to do'.

Tick	Documents required	Who needs to complete and sign them?
<input type="checkbox"/>	Customer verification form	A Partner or Beneficial Owner. (Form definitions are summarised on page 3.)
<input type="checkbox"/>	Certified ID documents	<p>Each Individual who is a Beneficial Owner as nominated on the Customer verification form and the Individual who signed the form (if not a Beneficial Owner). Refer to page 3 for definition of Beneficial Owner.</p> <p>For Certification instructions, go to the BankSA website and search BizSecure, then go to the FAQ section: How do I obtain certification? Refer below for an example of certified ID documents that we would need from each Beneficial Owner (please ensure the images are clear and easy to read):</p> <ul style="list-style-type: none"> • ONE Primary Photographic Identification Document, for example: <div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>DRIVER LICENCE</p> <p>Frankie Example 123 Sample Street, ADELAIDE, SA, 5000 Licence number: 12345678</p> <p><i>Sam</i></p> <p>Date of Birth: 01/01/1987 Expiry Date: 23 Feb 2024</p> </div> <div style="width: 35%;"> <p>I, Sam Sample, as a Medical Practitioner, certify that this Driver Licence, is a true copy of the original.</p> <p><i>Sam</i></p> <p>1 February 2023</p> </div> </div> <p>Driver Licence certified and signed by Medical Practitioner.</p> </div> <p>OR</p>

Tick	Documents required	Who needs to complete and sign them?																								
		<p>• ONE Primary Non-Photographic Identification Document and ONE Secondary Identification Document, for example:</p> <div data-bbox="614 248 1461 875" style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p style="text-align: center;">BIRTH CERTIFICATE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">1 CHILD</td> <td style="width: 40%;">Family name Given name(s) Date of birth Place of birth</td> <td style="width: 50%;">EXAMPLE Charlie 1 January 1987 Sample Hospital, Adelaide</td> </tr> <tr> <td style="text-align: center;">2 MOTHER</td> <td>Family name Maiden family name Given name(s) Occupation Age Place of birth</td> <td>EXAMPLE BROWN Letha Doctor 35 years Adelaide, SA</td> </tr> <tr> <td style="text-align: center;">3 FATHER</td> <td>Family name Given name(s) Occupation Age Place of birth</td> <td>EXAMPLE Steve Electrician 37 years Adelaide, SA</td> </tr> <tr> <td style="text-align: center;">4 MARRIAGE OF PARENTS</td> <td>Date of marriage Place of marriage</td> <td>23 August 1985 Adelaide, SA</td> </tr> <tr> <td style="text-align: center;">5 PREVIOUS CHILDREN OF RELATIONSHIP</td> <td colspan="2">Not any</td> </tr> <tr> <td style="text-align: center;">6 INFORMANTS</td> <td>Name Address</td> <td>S. EXAMPLE 1 Smith Street, Adelaide, SA 5000 Father</td> </tr> <tr> <td style="text-align: center;">7 REGISTERING AUTHORITY</td> <td>Name Date</td> <td>Peter Owen, Registrar 1 January 1987</td> </tr> <tr> <td style="text-align: center;">8 ENDORSEMENT(S)</td> <td colspan="2">Not any</td> </tr> </table> <p style="font-size: small; margin-top: 5px;">Before accepting copies, sight unaltered original. The original has a coloured background.</p> <p style="font-size: x-small; margin-top: 5px;">REGISTRAR OF BIRTHS, DEATHS AND MARRIAGES</p> <p style="text-align: right; margin-top: 5px;">I hereby certify that this is a true copy of particulars recorded in the Commonwealth of Australia</p> <p style="text-align: right; margin-top: 5px;"><i>Sam</i> Registrar</p> </div> <div style="width: 35%; text-align: center;">  <p>1234 56789 1</p> <p>1 Frankie Charlie Example</p> <p>VALID TO 12/2025</p> </div> </div> <p>I, <i>Sam Sample</i>, as a Medical Practitioner, certify that this <i>Australian Birth Certificate and Medicare card</i>, is a true copy of the original.</p> <p style="text-align: right;"><i>Sam</i></p> <p style="text-align: right;">1 February 2023</p> <p style="text-align: center; margin-top: 10px;">Birth Certificate and Medicare card certified and signed by Medical Practitioner.</p> </div>	1 CHILD	Family name Given name(s) Date of birth Place of birth	EXAMPLE Charlie 1 January 1987 Sample Hospital, Adelaide	2 MOTHER	Family name Maiden family name Given name(s) Occupation Age Place of birth	EXAMPLE BROWN Letha Doctor 35 years Adelaide, SA	3 FATHER	Family name Given name(s) Occupation Age Place of birth	EXAMPLE Steve Electrician 37 years Adelaide, SA	4 MARRIAGE OF PARENTS	Date of marriage Place of marriage	23 August 1985 Adelaide, SA	5 PREVIOUS CHILDREN OF RELATIONSHIP	Not any		6 INFORMANTS	Name Address	S. EXAMPLE 1 Smith Street, Adelaide, SA 5000 Father	7 REGISTERING AUTHORITY	Name Date	Peter Owen, Registrar 1 January 1987	8 ENDORSEMENT(S)	Not any	
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<input type="checkbox"/>	<p>Please provide a certified copy of at least one of the following verification documents:</p> <ul style="list-style-type: none"> • Partnership meeting minutes (or extract) • Partnership agreement (or extract) • Certificate of registration of business name • Notice issued by the ATO within the last 12 months (e.g. Notice of Assessment) 	<p>The certified verification document needs to include the name of the Partnership. Refer below for an example of certified verification document:</p> <div data-bbox="606 974 1457 1377" style="border: 1px solid black; padding: 10px;"> <p>Minutes of Annual General Meeting XYZ Partnership</p> <p>Meeting held: 20 November 2022</p> <p>Partner attendees: Franki Charlie Sam Jones</p> <p>Discussion: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p> <p>Minutes submitted by Sam Jones Minutes approved by Frankie Charlie</p> <p style="text-align: right; margin-top: 5px;"><i>Sam</i></p> </div> <p>I, <i>Sam Sample</i>, as a Medical Practitioner, certify that these <i>Minutes of the Annual General Meeting</i>, are a true copy of the original.</p> <p style="text-align: right;"><i>Sam</i></p> <p style="text-align: right;">1 February 2023</p> <p style="text-align: center; margin-top: 10px;">Minutes of Annual General Meeting certified and signed by Medical Practitioner.</p>																								

Step 2.

Send your completed and certified documents as listed above in the post via a Reply Paid envelope, addressed to:

BankSA Business Identification Team
Reply Paid 91348
SYDNEY NSW 2001

No stamp is required. If you have any queries, please call our dedicated Business Identification team on **1800 100 238** (or **+61 2 9155 7850** if calling internationally), 9am – 5pm AEDT, Monday to Friday.

Form definitions.

BankSA Customer Access Number.

Your Customer Access Number can be found on the statement in BankSA Internet Banking.

Beneficial Owner.

A Beneficial Owner is:

1. Each individual who owns (either directly or indirectly) 25% or more of the Partnership, such as a limited partner; OR
2. If no one owns 25% or more, each Individual that Controls (either directly or indirectly) the Partnership.

Where you are not able to identify any such Individual using the previous measures, the following Individual(s) can be treated as if they were a Beneficial Owner: 1. An Individual entitled (either directly or indirectly) to exercise 25% or more of the voting rights, including a power of veto; OR 2. If no one is entitled to exercise 25% or more of the voting rights, an Individual who holds the position of Senior Managing Official (or equivalent), such as the Managing Partner, Chief Executive Officer (CEO), Chief Operating Officer (COO), Chief Financial Officer (CFO), or the Chairman of the Board, or foreign equivalent positions.

Nature of business activities (ANZSIC).

Australia and New Zealand Standard Industry Code (ANZSIC). Please provide us with the industry of your Business e.g: Real Estate Agent, Milk and Cream Manufacturer and we can find this information for you.

Address.

Please use a street/physical address, not a PO Box.

Purpose of Business Relationship.

This refers to your reasons for engaging with us to obtain products and services. Customers may have multiple reasons. Please choose all applicable options.

Source of Funds.

This refers to the origin of the funds that are the subject of the business relationship between you and us. Many customers have multiple sources of funds. Please choose all applicable options.

Source of Wealth.

This refers to the origin of your total net assets/total net worth. Many customers will have multiple sources of wealth. Please choose all applicable options.

If you have any queries, please call our dedicated Business Identification team on **1800 100 238** from anywhere in Australia (or **+61 2 9155 7850** if calling internationally) 9am – 5pm AEDT, Monday to Friday.

Accessibility support.

At any time, you can inform us how you would prefer to be contacted. If you are deaf and/or find it hard hearing or speaking with people who use a phone, you can reach us through the National Relay Service (NRS). To use the NRS, you can register by scanning the QR Code or visiting infrastructure.gov.au/national-relay-service

Visit banksa.com.au/accessibility for further information on our accessible products and services for people with disability.

"QR Code" is a registered trademark of Denso Wave Incorporated.

BankSA acknowledges the traditional owners as the custodians of this land, recognising their connection to land, waters and community. We pay our respect to Australia's First Peoples, and to their Elders, past and present.

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