

# Your guide to completing your employment and personal information.



Bank of  
Melbourne

This guide aims to help customers complete their personal information held by Bank of Melbourne, as we have missing or incomplete information in our system. Collecting this information helps us to know our customers better, and meets our regulatory obligations to collect employment and income information.

You can complete the request either via:

## Option 1

Bank of Melbourne App or  
Internet Banking



## Option 2

By phone



## Option 3

By post – via the  
reply paid envelope



## Option 4

In branch



## Completing your personal information.

### Option 1 – Bank of Melbourne App or Internet Banking.

If you are overseas, you will need a working Australian mobile number so you are able to receive a One Time Password. Alternatively, please use the 'By phone' or 'By post' options below.

1. Logon to the Bank of Melbourne App or Internet Banking
2. Tap on the search icon if required to access the search bar
3. Search **"Update my contact details"**
4. Select **"Update my contact details"** and verify your personal information.

## Option 2 – By phone.

You can call our ID Secure Team on 1300 663 578 or (+61 2) 9155 7522 if overseas between 8am–7pm AEST Monday to Friday and we can assist you.

## Option 3 – By post.

You can also complete the form and return to the below addresses. If you are acting as a Power of Attorney (POA), you need to have previously registered your POA with Bank of Melbourne. If you have not registered your POA please visit your nearest branch.

The completed form and certified copies of your ID can be sent via Reply Paid post to:

ID Secure Team  
Reply Paid 91348  
Sydney NSW 2001

If you're overseas, use the following address:

ID Secure Team  
GPO Box 1806  
Sydney NSW 2001  
Australia

## Option 4 – In branch.

Visit your nearest branch with valid forms of identification. If you are unable to visit a branch and you have a Power of Attorney, they can attend the branch on your behalf with the original documents or certified copies.

### Accessibility support.

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 [accesshub.gov.au/about-the-nrs](https://accesshub.gov.au/about-the-nrs)

Visit [bankofmelbourne.com.au/accessibility](https://bankofmelbourne.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.





# Customer verification form.

## Customer details.

Please use **BLOCK** letters

Customer name

Customer number

Customer address

Please complete all sections, ensuring the information is correct and current, before signing. If you do not supply the following information, your accounts may be blocked until such issues have been resolved.

## Information collected from customer.

### Purpose of business relationship (please select one or more options).

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Transactional                       | <input type="checkbox"/> Wealth               | <input type="checkbox"/> Correspondent banking |
| <input type="checkbox"/> Savings                             | <input type="checkbox"/> Short-term borrowing | <input type="checkbox"/> Financial markets     |
| <input type="checkbox"/> Protection                          | <input type="checkbox"/> Long-term borrowing  |  |
| <input type="checkbox"/> Additional sources (please specify) |   |  |

### Source of funds (please select one or more options).

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Salary/Wages                        | <input type="checkbox"/> Inheritance                | <input type="checkbox"/> Compensation payment |
| <input type="checkbox"/> Commission                          | <input type="checkbox"/> Redundancy                 | <input type="checkbox"/> Gift/Donation        |
| <input type="checkbox"/> Bonus                               | <input type="checkbox"/> Liquidation of assets      | <input type="checkbox"/> Windfall             |
| <input type="checkbox"/> Loan                                | <input type="checkbox"/> Government Benefits        | <input type="checkbox"/> Tax Refund           |
| <input type="checkbox"/> Business Profits                    | <input type="checkbox"/> Superannuation/pension     | <input type="checkbox"/> Insurance payment    |
| <input type="checkbox"/> Sale of assets                      | <input type="checkbox"/> Investment income/earnings |   |
| <input type="checkbox"/> Rental Income                       | <input type="checkbox"/> Business income/earnings   |   |
| <input type="checkbox"/> Additional sources (please specify) |   |   |

Information collected from customer (continued).

Source of wealth (please select one or more options).

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Government Benefits                 | <input type="checkbox"/> Windfall                   | <input type="checkbox"/> Business income/earnings  |
| <input type="checkbox"/> Business Profits                    | <input type="checkbox"/> Inheritance                | <input type="checkbox"/> Compensation payment      |
| <input type="checkbox"/> Rental Income                       | <input type="checkbox"/> Liquidation of assets      | <input type="checkbox"/> Gift/Donation             |
| <input type="checkbox"/> Redundancy                          | <input type="checkbox"/> Employment income/earnings | <input type="checkbox"/> Owns real estate/property |
| <input type="checkbox"/> Insurance payment                   | <input type="checkbox"/> Superannuation/pension     | <input type="checkbox"/> None                      |
| <input type="checkbox"/> Sale of assets                      | <input type="checkbox"/> Investment income/earnings |  |
| <input type="checkbox"/> Additional sources (please specify) |   |  |

Employment Type (please select the employment type that reflects your current situation best).

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Casual                 | <input type="checkbox"/> Social Security Resident | <input type="checkbox"/> Self-Employed |
| <input type="checkbox"/> Dependant Contractor   | <input type="checkbox"/> Temporary                | <input type="checkbox"/> Student       |
| <input type="checkbox"/> Full-Time              | <input type="checkbox"/> Part-Time                | <input type="checkbox"/> Unemployed    |
| <input type="checkbox"/> Independent Contractor | <input type="checkbox"/> Retired                  |  |
| <input type="checkbox"/> Other (please specify) |   |  |

Occupation

Privacy statement.

All personal information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at [bankofmelbourne.com.au/privacy](http://bankofmelbourne.com.au/privacy) or by calling us on **13 22 66**. Our Privacy Statement also provides information about how you can access and correct your personal information and make a complaint. You do not have to provide us with any personal information, but if you don't, we may not be able to continue to provide products or services to you.

## Declaration.

## Customer declaration.

I declare that to the best of my knowledge the information I have provided above is true and correct as at the date of this document. I understand that it is an offence to knowingly give false or misleading information or knowingly produce a false or misleading document under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

Where I am providing personal information about another individual, I have made them aware:

- that I will be doing this; and
- that Bank of Melbourne will collect, use and share their personal information in accordance with its Privacy Statement available at [bankofmelbourne.com.au/privacy](http://bankofmelbourne.com.au/privacy)

**Where I am providing Bank of Melbourne with another person's sensitive information, I have obtained their consent** to sharing it with Bank of Melbourne and their consent to Bank of Melbourne collecting, using and disclosing their sensitive information in accordance with Bank of Melbourne's Privacy Statement.

Signature of authorised person

X

Print full name

Customer number

Position held

Date

 /  / 

## Next steps.

**Step 1:** Ensure all relevant sections of the form are completed and the customer declaration is signed

**Step 2:** Return the completed form (**pages 1–3 only**) to:

ID Secure Team  
Reply Paid 91348  
Sydney NSW 2001

Or, if you're overseas, use the following address:

ID Secure Team  
GPO Box 1806  
Sydney NSW 2001  
Australia

## Explanatory Notes – Documents &amp; Verification.

## Purpose of Business Relationship – Examples.

Purpose of relationship	Examples
Transactional	Bank Accounts, Business Accounts, Accounts Payable
Savings	Term Deposits, Savings Accounts
Short-Term Borrowing	Credit Cards, Personal Loans
Long-Term Borrowing	Property Loans, Automotive Finance, Equipment Finance, Business Loans
Protection	Insurance
Wealth	Superannuation, Financial Planning, Investments
Financial Markets	Agency; Loans & Syndication, Project & Acquisitions Finance; Debt & Hybrid Securities; Structured & Asset Finance; Foreign Exchange; Commodities, Carbon & Energy; Treasury; Hastings

## Explanatory Notes – Documents &amp; Verification (continued).

## Source of Funds – Definitions.

Source	Definition
Salary/Wages	A payment made to a customer by its employer (includes regular as well as casual wages)
Commission	A payment often made to an agent in a commercial transaction (eg. a real estate agent's commission)
Bonus	A payment occasionally made to a customer by its employer as a reward for good performance
Business income/earnings	Any income and earnings that is realised as a result of business activity
Business profits	Profits generated from day-to-day operation of a business
Investment income/earnings	Income and earnings from investments (such as dividends from shares or interest from bonds) or profits from an investment
Rental income	Income generated from the rental of investment properties
Superannuation/pension	A payment often made to a customer from a superannuation or pension fund
Loan	An amount of money lent to a customer that is expected to be paid back to the person/organisation providing the loan, usually with interest
Insurance payment	A payment from an insurance policy (eg. a claim, compensation or consequential loss)
Compensation payment	A payment made because of loss or injury (eg. worker's compensation)
Government benefits	An amount of money provided by the government (eg. pension, benefit payments)
Sale of assets	Proceeds made from the sale of assets (eg. property, car)
Liquidation of assets	Proceeds made from the liquidation of assets
Redundancy	A payment made to a customer by its employer, who leaves their employment after being made redundant
Inheritance	An amount of money left to a customer in a will
Gift/Donation	An amount of money gifted to a customer (eg. Individuals – wedding present, birthday; Non-individuals – charities, not-for-profits, religious groups)
Windfall	Receiving an unexpected amount of money (eg. lottery or gambling winnings)
Tax refund	An amount of money provided by the government as a refund on overpayment of tax

## Explanatory Notes – Documents & Verification (continued).

### Source of Wealth – Definitions.

Source	Definition
Business income/earnings	Accumulated income and earnings that is realised as a result of business activity
Business profits	Accumulated profits generated from day-to-day operation of a business
Investment income/earnings	Accumulated income and earnings from investments or accumulated profits from an investment
Rental income	Accumulated income generated from the possession of investment properties
Superannuation/pension	A payment often made to a customer from a superannuation or pension fund
Insurance payment	A payout from an insurance policy (eg. a claim, compensation or consequential loss)
Compensation payment	A payment made because of loss or injury
Government benefits	Accumulated amounts of money provided by the government (eg. pension, benefit payments)
Owns real estate/property	Land and property including any estate or interest in land
Sale of assets	Accumulated profits made from the sale of assets (eg. property, car)
Liquidation of assets	Profits made from the liquidation of assets
Redundancy	A payment made to a customer by its employer, who leaves their employment after being made redundant
Inheritance	An amount of money or asset(s) left to a customer in a will
Gift/Donation	An amount of money gifted to a customer (eg. Individuals – wedding present, birthday; Non-individuals – charities, not-for-profits, religious groups)
Windfall	Receiving an unexpected amount of money, assets (eg. lottery or gambling winnings)
Employment income/earnings	Monies accumulated through the course of employment