

# Your guide to completing Domestic Proprietary Company's profile.



This guide aims to help you verify and update the Domestic Proprietary Company details, as we've noticed the Company has missing or incomplete information in our system. By providing this information, you will better protect the account and help reduce the risk of identity theft.

## Step 1

Complete the required forms listed below and obtain certified copies of identification. The forms can be found by going to [www.rams.com.au/kyc](http://www.rams.com.au/kyc)

Tick	Documents required	Who needs to complete and sign them?
<input type="checkbox"/>	Customer Verification Form – Domestic Proprietary Company	The Director/Secretary of the Company.
<input type="checkbox"/>	Certified ID documents	<p>Director or Secretary and each Beneficial Owner as nominated on the Customer verification form and the Individual (if not a Beneficial Owner) who signed the form.</p> <p>For certification instructions, go to <a href="http://www.rams.com.au/kyc">www.rams.com.au/kyc</a> then go to the FAQ section – 'How do I certify my identity?'</p> <p>Refer below for an example of certified ID documents (please ensure the images are clear and easy to read):</p> <ul style="list-style-type: none"> <li><b>ONE Primary Photographic Identification Document, for example:</b></li> </ul> <div data-bbox="502 1108 718 1265"> </div> <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 December 2022</p> <p>Driver Licence certified and signed by Medical Practitioner.</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li><b>ONE Primary Non-Photographic Identification Document and</b></li> <li><b>ONE Secondary Identification Document, for example:</b></li> </ul> <div data-bbox="502 1489 742 1870"> </div> <div data-bbox="766 1489 981 1646"> </div> <p>I, Sam Sample, as a Medical Practitioner, certify that this Australian Birth Certificate and Medicare card, is a true copy of the original.</p> <p><i>Sam</i></p> <p>1 December 2022</p> <p>Birth Certificate and Medicare card certified and signed by Medical Practitioner.</p>

## Step 2

Send your completed and certified forms by email to [serviceexcellence-idv@rams.com.au](mailto:serviceexcellence-idv@rams.com.au)

If you have any queries, please email our Know Your Customer Specialists at [serviceexcellence-idv@rams.com.au](mailto:serviceexcellence-idv@rams.com.au)

# Your guide to completing Domestic Proprietary Company's profile.



## Form definitions

### **RAMS Customer Identification Number.**

Your RAMS Customer Identification Number can be found on your statement in myRAMS.

### **Beneficial Owner.**

A Beneficial Owner/Controlling Person refers to the individual(s) that directly or indirectly owns a legal interest in the entity of 25% or more, and/or exercises actual effective control over the entity, whether from an economic or other perspective such as through voting rights.

### **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.

### **Australian Financial Services (AFS) licence.**

- If you carry on a business of providing financial services, you must hold an AFS licence (unless you are exempt or are authorised to provide those services as a representative of another person who holds an AFS licence).
- AFS licence is a 5–9 digit number.

### **Address.**

Please use a street 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 email our Know Your Customer Specialists at [serviceexcellence-idv@rams.com.au](mailto:serviceexcellence-idv@rams.com.au)