

Office Use Only Member Number
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**SECTION 1: PERSONAL DETAILS (Please Print)**

<b>Title:</b>		<b>Date of Birth:</b>	/ /	<b>Gender:</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Given Names:</b>					
<b>Surname:</b>					
<b>Previous Name:</b> <small>(If applicable)</small>					
<b>Home Address:</b>	Suburb		State	Post Code	
<b>Mailing Address:</b> <small>(If different from above)</small>	Suburb		State	Post Code	
<b>Email:</b>					
<b>Telephone:</b>	Mobile	Home	Work		
<b>Occupation:</b>					
<b>Employer:</b>					
<b>Related Members:</b>	<b>Name</b>	<b>Member No.</b>	<b>Relationship</b>		
<b>Citizenship, Tax Residency, Political Exposure</b>	Are you an Australian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No, I am a Citizen of	Are you a United States Tax Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If 'Yes', we may require further information as part of the Foreign Account Tax Compliance Act.</small>	Are you a Politically Exposed Person? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(This includes current or former senior foreign government officials, their immediate family members or close professional associates)</small>		
	<input type="text"/>				

**SECTION 2: HOW DID YOU BECOME AWARE OF CIRCLE?**

My Employer  A Family Member  A Friend  Internet  Site Visit  Other \_\_\_\_\_

**SECTION 3: DECLARATION AND SIGNATURE**

I hereby apply for a \$2.00 Share in Circle Mutual Limited. I understand that on becoming a Member I am bound by Circle Mutual's Constitution as governed by the Corporations Act 2001 and as altered from time to time.

I confirm that all details provided by me in this application are true and correct. I also confirm that I have read and agree to the Privacy Disclosure in this application.

**NOTE:** Identification documents to verify your name, address and date of birth must be provided as requested before we can process your application for Membership. Your Membership with Circle Mutual Limited must be established before you can access products and services offered by CIRCLE Alliance Bank.

Signature	Print Name	Date: / /
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**SECTION 4: OFFICE USE ONLY**

Date of Admission to Membership:	Staff Member's Signature:
<b>Verification of Identity Details:</b>	
Customer Identification Procedure – Individual carried out and documents produced were:	
_____	
_____	
_____	
Member name, address and date of birth have been verified <input type="checkbox"/> ID Loaded <input type="checkbox"/>	

## SECTION 5: PRIVACY DISCLOSURE

### 1. Collection of your personal information

We, Circle Mutual Limited, collect your personal information to assess your application, to provide you with the product or service that you have requested and to assess any future applications for products or services you may make to us. Collection of some of this information is required by the Anti-Money Laundering and Counter-Terrorism Financing Act 2006. If you provide incomplete or incorrect information we may be unable to provide you with the product or service you are applying for.

### 2. Collection of personal information about third parties

We may need to collect personal information about a third party from you as part of this application. If we do this, you agree you will advise that person that we have collected their information, and that in most cases they can access and seek correction of the information we hold about them.

### 3. Use and disclosure of your personal information

We may use your personal information to perform our business functions (for example internal audit, operational risk, product development and planning). We may also use your personal information to confirm your details (for example contacting your employer to confirm your employment and income details).

We treat your personal information as confidential and only disclose it to others where necessary. For example, we usually disclose your information to organisations to whom we outsource functions such as mailing and printing houses, IT providers, our agents and specialist advisers such as accountants and solicitors. Other disclosures usually include joint account holders, account operators and account applicants, insurers, intermediaries and government authorities.

### 4. Disclosure of personal information to overseas organisations

Some of the organisations we disclose your personal information to may be located overseas. Where an organisation is located overseas we will either take reasonable steps to ensure that it complies with Australian privacy laws or we will seek your consent to the disclosure.

### 5. Access to and correction of your personal information

In most cases you can gain access to and seek correction of your personal information. Should you wish to do so, or if you have any queries about your information, please contact us on 1300 553 582.

### 6. Direct marketing

We may use your personal information to inform you about financial products and services that are related to those you have with us or other products and services we think you may be interested in. These may be products and services provided by us, our related entities or other entities we are associated with. If you do not wish to receive any marketing material from us you can mark the box below or contact us on 1300 553 582.

I do not wish to receive marketing material from Circle Mutual Limited:

### 7. Privacy Policy

You should also read our Privacy Policy. Our Privacy Policy contains information about:

- how you can access and seek correction of your personal information;
- how you can complain about a breach of the privacy laws by us and how we will deal with a complaint;
- if we disclose personal information to overseas entities, and where practicable, which countries those recipients are located in.

Our Privacy Policy is available on our website [www.circle.com.au](http://www.circle.com.au) or by telephoning 1300 553 582.

## SECTION 6: IDENTIFICATION CHECK

### One document from List A Or Two documents – One from List B and One from List C

- Photo driver's licence or permit issued by a State or Territory or foreign government
- Proof of age card issued by a State or Territory
- Current passport (or expired within last 2 years) issued by the Commonwealth
- Passport, with photo of the person, issued by a foreign government, the United Nations, or a UN agency if not in English accompanied by an English translation prepared by an accredited translator <sup>See Note</sup>
- National ID card, with photo and signature of the person, issued by a foreign government, the United Nations, or a UN agency if not in English accompanied by an English translation prepared by an accredited translator <sup>See Note</sup>

- Birth certificate issued by a state or territory
  - Birth extract issued by a state or territory
  - Citizenship certificate issued by the Commonwealth
  - Pension card issued by Centrelink
  - Birth certificate issued by a foreign government or the UN if not in English accompanied by an English translation prepared by an accredited translator <sup>See Note</sup>
  - Citizenship certificate issued by a foreign government if not in English accompanied by an English translation prepared by an accredited translator <sup>See Note</sup>
- NOTE:** If a document is written in a language that is not understood by the person carrying out the identification procedure, then it has to be accompanied by an English translation prepared by an accredited translator.

A notice that:

- Was issued to an individual by the Commonwealth, a State or Territory within the preceding twelve months;
- Contains the name of the individual and his or her residential address; and
- Records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory (as the case may be);

A notice that:

- Was issued to an individual by the Australian Taxation Office within the preceding 12 months;
- Contains the name of the individual and his or her residential address; and
- Records a debt payable to or by the individual by or to (respectively) the Commonwealth under a Commonwealth law relating to taxation;

A notice that:

- Was issued to an individual by a local government body or utilities provider within the preceding three months;
- Contains the name of the individual and his or her residential address; and
- Records the provision of services by that local government body or utilities provider to that address or to that person.

A notice that:

- Was issued to a minor by a School principal within the last 3 months
- Contains the name of the minor and their residential address; and
- Records the period of time the minor attended the school

If you are unable to attend a branch, you **MUST** return a **certified copy of the documents** to our office. To certify the document(s), please ensure the authorised person signs, dates and indicates their authority from the list below:

(1) a person who is 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; (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; (13) a finance company officer with 2 or more continuous years of service with one or more finance companies; (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.

Circle Mutual Limited ACN 087 650 968 (CIRCLE) is an agent of Bendigo and Adelaide Bank Limited (Bendigo Bank) ACN 068 049 178 AFSL/Australian Credit Licence 237879 in the distribution of CIRCLE Alliance Bank branded products and services. CIRCLE also has arrangements with other third parties as detailed in the Financial Services Guide.

CIRCLE Alliance Bank branded deposits and loans are deposits and loans of Bendigo Bank.

CIRCLE Alliance Bank is a trade mark of Bendigo Bank.

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MEMBI-0815