



Document checklist

Associations (Incorporated/Unincorporated)

What we need to complete your application

Thank you for your interest in NAB. All clients applying for a new business account must complete the identification procedures for the purposes of Anti-Money Laundering and Counter Terrorism Financing laws. The checklist below contains the information we require to establish you as a Customer. Further information may be collected from you to support the establishment process, if required.

Please note that each signatory operating on the account, at least one member (Un-incorporated only) and the Beneficial Owners* will need to provide identification documents as per the **Individual Checklist** unless they are existing NAB Customers. Part of our ongoing due diligence, individuals who have been NAB Customers prior to 12/12/2007 may be asked to provide ID documents again.

Information required

- Full name of the Association
- Full Business name which includes any Trading names (if any)
- Date of Registration/Establishment
- The nature & purpose of your intended banking relationship with NAB
- Your Wealth – the activities that have contributed to your wealth to date and which countries did it originate from
- Nature of Business/Industry – all activities of the business
- Mailing address, if different to your principal place of administration
- Full name, address, date of birth, and foreign tax status (if any), of the Beneficial Owners*
- Full name, residential address, date of birth, and foreign tax status (if any), of the Chairman/President, Secretary, Treasurer or equivalent and any member that is a Customer acting in his or her capacity as a member of the unincorporated association
- If any individuals are a citizen or resident of any foreign country for tax purposes, provide Tax Identification Number (TIN)
- Foreign Account Tax Compliance Act (FATCA)/Common Reporting Standard (CRS) information of the Association
- Government Issued Identification Number (if any)
- Any Signatories
- Any Joint Account Holders
- Any Agent/Verifying Officer (VO) of the Customer

* Any individual who has a position of power or control over the association; or a position of office holder or some other position that allows the individual to control decisions made by the association; or if there is no such person, identify any individual who has the entitlement (either directly or indirectly) to exercise 25% or more of the voting rights (including a power of veto); or the entitlement on dissolution to 25% or more of the property of the association; or the position of Senior Managing Official (SMO)

For an Unincorporated Association, please also provide

- Full address of the principal place of administration
- Full name, residential address, date of birth, and foreign tax status (if any), of the member dealing with NAB

For an Incorporated Association, please also provide

- Any unique identifier as registered with ASIC or issued by your State e.g. Victorian Consumer Affairs, New South Wales Trading Affairs
- Full address of:
 1. The address of the association's principal place of administration or registered office; or
 2. Registered address of the Association's public officer; or
 3. If there is no such person, residential address of the Chairman, Secretary or the Treasurer

Documents required

- A copy of Constitution/Rule Book (if a charity)
- A copy of the incorporation certificate (if applicable)
- Minutes of meeting of the Association verifying the full name of the organization and the Chairman/President, Secretary, Treasurer or equivalent. Minutes must be no older than 3 months unless part of an AGM (Annual General Meeting) which is no older than 12 months.

Other acceptable documents include:

- Letter from an Accountant or Solicitor

Next steps

- Organise all required individuals to provide identification documents at a NAB branch or their banker. Where we have your consent, we may be able to verify your identity electronically
- Arrange a time to complete the application process with your banker
- Provide or email information and relevant documents to your banker