

*To be completed by a registered accountant or lawyer and placed on their firm's letterhead
incl Full legal name, address and contact details to be clearly displayed*

[Letter date - 01/01/2000]

Attestation regarding an Association's Senior Managing Official (SMO)

Ref: [NAB customer reference number, if any]

Re: [Full Association legal name and Government issued ID, which could be an Incorporation number or ABN. Otherwise please advise the Association has no ABN or equivalent]

[Name of Firm] acts act on behalf of the [Name of Association] listed above.

Based on my independently acquired knowledge, We/I declare that the following person is the Senior Managing Official of the Association.

| | |
|----------------------------------|--|
| Full name: | [Full legal name – Mary Jane Smith] |
| Position within the Association: | [Role – Member] |
| Date of birth: | [01/01/2000] |
| Residential Address: | [Full address, can't be a PO Box – 1 Smith Street, Smithville, NSW, 2000, Australia] |

The individual identified above is not an Association office bearer and is in a position of power or control over the Association and has the capacity to significantly affect the financial standing of the association. This could also be an individual who is in a position of power or control over 25% or more of the Association or the entitlement on dissolution to 25% or more of the property of the Association.

Regards,

[Signature]

[Full name – Alice Accountant]

[Position]

[Registration, accreditation, identification, or membership number – Charter Accountant Member Number – XXXXXX]

[Details of accountant/lawyer's firm including full legal name, address and contact details]

INSTRUCTIONS:

To meet our regulatory obligations, we are required to confirm organisation ownership information.

Where an Association office bearer (Chairman/President, Treasurer or Secretary, or equivalent) is not in control of the Association, the above Attestation regarding Association's Senior Managing Official (SMO) (**Attestation**) is to be completed by a registered accountant/lawyer.

The accountant/lawyer must:

1. Provide details for the nominated Senior Managing Official (SMO) including their full name, title, date of birth and residential address.
2. Attest that the nominated SMO is not an Association office bearer and is in a position of power or control over the Association and has the capacity to significantly affect the financial standing of the association. This could also be an individual who is in a position of power or control over 25% or more of the Association or the entitlement on dissolution to 25% or more of the property of the Association.
3. Provide their own details as the attesting accountant/lawyer including full name, role/title, accreditation (e.g. CPA or CA...) and registration number.
4. Include information about the accountant/lawyer's firm, including full legal name, address and contact details (i.e. letterhead or within an email signature).
5. Date the communication, and if a letter, provide their signature.

This attestation can be provided to the email address listed in our original correspondence as an email, or attached as a letter:

- **Email:** emailed from the attesting accountant/lawyers business email address, it must contain all required details within the Attestation template, including details of the accountant/lawyer's firm clearly displayed within the email signature. This email can be forwarded from the customer or sent directly to NAB if the customer reference number is included.
- **Letter:** emailed as a letter attachment, it must contain required details in the Attestation template, be placed on the attesting accountant/lawyer's firm letterhead and include their written signature.