



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 who the Secretary, Chairman and Treasurer are. Documents must be no older than 12 months if part of an AGM (Annual General Meeting). All other meeting minutes must be within 3 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