

*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 Senior Managing Official (SMO)**

Ref: [NAB customer reference number, if any]

Re: [Full customer legal name and ACN - Example Pty Ltd, ACN XXX XXX XXX]

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

Based on my independently acquired knowledge, We/I declare that

1. No individual directly or indirectly holds 25% or more of the shares or voting rights in the organisation.
2. The following person is the Senior Managing Official of the organisation.

Full name: \_\_\_\_\_

Position within  
the  
Organisation: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Residential  
Address: \_\_\_\_\_

The individual identified in (2) above makes, or participates in making, decisions that affect the whole, or a substantial part of the business of the organisation, or who has the capacity to significantly affect the financial standing of the Organisation.

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 no individual directly or indirectly holds 25% or more shares in the organisation, the above Attestation regarding Senior Managing Official (SMO) (**Attestation**) is to be completed by a registered accountant/lawyer.

The accountant/lawyer must:

1. Attest that the organisation has no individual who directly/indirectly holds 25% or more of the shares or voting rights.
2. Provide details for the nominated Senior Managing Official (SMO) including their full name, title, date of birth and residential address.
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.