



Document checklist

Registered Co-operative

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 and all 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 legal name of Co-operative
- Full Business name which includes any Trading names (if any)
- Any unique identifying number issued to the co-operative upon its registration by the state, territory or overseas body responsible for the registration of the co-operative
- Date of formation/registration
- The nature and 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
- Full name, address, date of birth, and foreign tax status (if any), of each Beneficial Owner*
- Full name, residential address, date of birth, and foreign tax status (if any), of the Secretary, Chairman/President, Treasurer or equivalent
- If any individuals are a citizen or resident of any foreign country for tax purposes, provide Tax Identification Number (TIN)
- Registered Office Address or full address of Principal Place of Operations** and mailing address, if different.
- Foreign Account Tax Compliance Act (FATCA)/Common Reporting Standard (CRS) information of the Co-operative
- Any Signatories
- Any Joint Account Holders
- Any Agent/Verifying Officer (VO) of the Customer

* The Individual who has a position of power or control 25% or more of the Co-operative or who has the entitlement on dissolution to 25% or more of the property of the Co-operative or who has a position of office holder or some other position that allows the individual to control decisions made by the Co-operative (i.e. Senior Managing Official (SMO)).

**If the Co-operative has no Registered Office Address or Principal Place of Operations, please provide either the residential address of the Co-operative's Secretary or if there is no Secretary, residential address of the Chairman or the Treasurer.

Documents required

- Minutes of meeting for the Co-operative. 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:

- The original, or a Certified Copy or certified extract of the constitution or rules of the co-operative
- The original, or a Certified Copy or certified extract of minutes of a cooperative meeting
- The original, or a Certified Copy or certified extract of any register maintained by the co-operative
- Information provided by ASIC or the State, Territory or overseas body responsible for the registration of the co-operative

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