

*What we need to complete your business application*



# DOCUMENT CHECKLIST



## Associations (Incorporated/Unincorporated)

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 Senior Managing Official (SMO)\* 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

- ABN (Australian Business Number) (if applicable)
- Full name of the Association
- Nature of the Business / Industry
- Full name, address, date of birth, and foreign tax status (if any), of the Senior Managing Official (SMO)\*, typically the Chairman
- Full name, residential address, date of birth, and foreign tax status (if any), of the Chairman / President, Secretary, Treasurer or equivalent and Senior Managing Official
- 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
- Any Signatories

### 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**

Please provide at least one of the following documents:

- 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:

- AEC (Australian Electoral Commission) Roll
- Financial / Annual Report / Statements
- Audit Reports
- Letter from an Accountant or Solicitor
- Register of Members

## **Next steps**

- Organise all required individuals to provide identification documents at a NAB branch or their banker
- Arrange a time to complete the application process with your banker
- Provide or email information and relevant documents to your banker

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