

What we need to complete your business application

DOCUMENT CHECKLIST



Registered Co-operative

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
- ☐ Co-operative Number issued by the State or Territory incorporation authority
- ☐ ABN (Australian Business Number) (if any)
- ☐ Nature of Business / Industry
- ☐ 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**
- ☐ Foreign Account Tax Compliance Act (FATCA) / Common Reporting Standard (CRS) information of the Co-operative
- ☐ Any Signatories

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:

- 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 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.