

Association and Incorporated Body Identification Checklist

The checklist is a guide to help you understand what customer information is collected and checked before any financial product or service can be provided. The following is required to ensure we can meet our regulatory obligations.

What is an Association?

An Association is:

- Created for a specific purpose by a group of people (often known as members) who come together for a common purpose.
- An Incorporated Body or Association is a group of people who have formally registered or incorporated their association as a separate legal entity under State and Territory legislation.
- An Unincorporated Body or Association has not been formally registered or incorporated with the relevant State or Territory body.

Types of Associations

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| Incorporated Association | <ul style="list-style-type: none"> • An incorporated association is an organisation incorporated under state or territory law, that is usually not-for-profit. • It's a legal entity separate from its individual members. • You can recognise an incorporated association by the word 'Incorporated' or the abbreviation 'Inc' after its name. |
| Unincorporated Association | <ul style="list-style-type: none"> • Unlike an incorporated structure, an unincorporated association is not a separate legal entity from its members, it is a group of people who have agreed to come together to pursue a common purpose. |
| Body Corporates | <ul style="list-style-type: none"> • A Self-managed Body Corporate (also known as an owner's corporation) commences upon the registration of a strata scheme/plan at the relevant state or territory Land Titles Office. Upon registration, each scheme/replan is assigned a unique identification number. |
| Registered Co-Operatives | <ul style="list-style-type: none"> • A Registered Co-Operative is registered with a state based regulatory body, e.g. the Department of Fair Trading. The name must include the word Co-operative or (Co.) and end with Limited or (Ltd). |

New to Bank Customer Onboarding Requirements

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| Documents to bring for on-boarding | <ul style="list-style-type: none"> • Original or certified copy of the association constitution or rules (if available); • Minutes of meeting signed by the chairperson (or equivalent) in the last 6 months; • Co-operative: Any register maintained by the co-operative, or a certified copy or certified extract of any register maintained by the co-operative; • Australian Charities and Not-for-profit Commission (ACNC) search if registered; or Current Australian Securities & Investments Commission (ASIC) search for incorporated associations. |
| What the bank needs to verify | <ul style="list-style-type: none"> • Full name of the association; • Any unique identifying number issued to the incorporated association/body corporate upon its incorporation; • Information relating to a member of the association, in accordance with the Know Your Customer (KYC) procedure for individuals (for unincorporated associations only); • Beneficial owner/s of the association being the chairman (or equivalent) in accordance with the KYC procedure for individuals; and • Each signatory to the customer's account in accordance with the applicable KYC procedure for the individual signatory. |
| Other information that needs to be provided to the bank | <ul style="list-style-type: none"> • The full name of the Chairman, Secretary and Treasurer (or equivalent); • The full name of a member of the association (for unincorporated associations only); • Association type; • Industry code/information; • Tax residency information of the association, countries of Tax Residency and corresponding Tax Identification Numbers. |
| Who needs to visit the branch/be identified | <ul style="list-style-type: none"> • The Chairperson (or Chairperson equivalent); • At least one member of the association (for unincorporated associations only); • Anyone else who act as a signatory to the account. |
| Who is the contact person (any of) | <ul style="list-style-type: none"> • Chairperson; or • Secretary; or • Treasurer <p>(Or equivalent officer in each case)</p> <p>Note: Contact person must be onboarded as per individual standard.</p> |

New to Bank Customer Onboarding Requirements (continued)

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| Who is the beneficial owner | <ul style="list-style-type: none">Chairperson (or equivalent officer, e.g. President or CEO) and must be identified and verified in accordance with the KYC procedure for individuals. |
| Not-For-Profit/Charity status | <ul style="list-style-type: none">An organisation can meet the requirements of being a not-for profit by having particular statements (clauses) in its constitution and following them. For example:<ul style="list-style-type: none">A not-for-profit clause;A dissolution clause;A deductible gift recipient (DGR) revocation clause. |

Requirements for Account Origination and Maintenance of Authorised Signatories

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| Documents required | <ul style="list-style-type: none">Completed Application and Authority for Business Accounts (004-396 or 006-191); andAustralian Charities and Not-for-profit Commission (ACNC) search (if registered), showing current responsible people. If not registered; then<ul style="list-style-type: none">Associations: Minutes of meeting signed by chairperson (or equivalent) in the last 6 months; orThe association's constitution or rules – showing register of members and their roles.Co-operative: Any register maintained by the co-operative, or a certified copy or certified extract of any register maintained by the co-operative.Identification for all persons who will be an authorised signatory to the account. |
| Who needs to sign the account authority form declaration (A153) | <ul style="list-style-type: none">Chairperson; orPresident; orPublic Officer. |
| What the bank needs to verify | <ul style="list-style-type: none">Name of organisation.Position of persons authorised to sign Application and Authority for Business Accounts (004-396 or 006-191).Individual KYC requirements for all signatories and beneficial owners (note: refresh of KYC information may be required for existing customers). |
| How to verify a change in responsible person authorised to sign the account authority declaration. | <ul style="list-style-type: none">ACNC search (if registered); orSigned minutes of meeting showing previous chairperson exiting and new chairperson person; orThe association's constitution or rules – showing register of members and their roles.Co-operative: Any register maintained by the co-operative, or a certified copy or certified extract of any register maintained by the co-operative. |

Documents the customer must provide

- ✓ Original, certified copy or certified extract of the constitution or rules of the association of meeting
- ✓ Identification documents of the member or chairman equivalent and for each account signatory (as per overleaf)
- ✓ Minutes of meeting signed by chairperson (or equivalent) in the last 6 months
- ✓ Completed Application and Authority for Business Accounts (004-396 or 006-191) – required for account opening and updating authorities.

How do I provide this information?

Original documents must be presented or certified copies can be provided to your local branch or Bank representative.

How do I get my documents certified?

To be correctly certified the required documents must be clearly noted as 'True copy of the original document' and signed by a prescribed person. For further details of parties who can certify copies please refer to your representative for further assistance.

What if I cannot provide the information required?

If you are unable to provide the minimum requirements we may not be able to provide the requested product or service. Where key documents no longer exist, alternative documents may be considered on a case-by-case basis. Please speak to your representative for further assistance.

For further information regarding customer identification and how we are meeting our regulatory obligations refer to:

commbank.com.au/about-us/who-we-are/sustainability/sustainable-business-practices/anti-money-laundering-and-counter-terrorism-financing

Individual Customer Identification Checklist

'Building a brighter future for all' – is why we exist and what we are here to do for our customers, people and communities.

This checklist is a guide to help you understand what customer information is collected and verified before any financial product or service can be provided. The following is required to ensure we can meet our regulatory obligations.

Customer to provide

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| ✓ Full name (including any other names known by, if any) | ✓ Country or countries of Tax Residency and corresponding Tax Identification Numbers |
| ✓ Residential address | ✓ Occupation and employment details |
| ✓ Postal address (if different from residential address) | If a Sole Trader |
| ✓ Date of birth | ✓ Full business name, principal place of business address, industry, and Australian Business Number (ABN) (if any) |
| ✓ Contact details including phone number and email address | |

Customer documents required to verify full name AND either residential address OR date of birth

Provide one Primary Photographic Document:

- ✓ Australian Passport (can be accepted two years from the expiry date)
- ✓ Australian or New Zealand Driver Licence
- ✓ Proof of Age Card – Australian State or Territory
- ✓ NSW Photo Card or WA Photo Card
- ✓ International Passport or travel document*
- ✓ ImmiCard/Visa Evidence Card
- ✓ Foreign National Identity Card*
- ✓ Firearms Licence – Australian State or Territory

OR

Two Primary Non-Photographic Documents:

- ✓ Birth Certificate or Birth Extract
- ✓ International Birth Certificate*
- ✓ Australian or Foreign Citizenship Certificate
- ✓ Pension or Health Care Card issued by Centrelink/ Department of Human Services or Department of Veterans' Affairs

OR

One Primary Non-Photographic AND one Secondary Document

Secondary Document:

- ✓ A notice from the Commonwealth/State or Territory issued to the person and containing their name and residential address, and records the provision of financial benefits to that person (issued within the preceding 12 months)
- ✓ A letter from the Australian Tax Office (ATO) including notice of assessment containing name and residential address (issued within the preceding 12 months)
- ✓ A utilities notice from a local government body (e.g. Council rates bill) or utility (e.g. gas, electricity or water bill) provider showing name and residential address, and indicates provision of services to that person (issued within the preceding 3 months)
- ✓ Foreign Driver Licence
- ✓ Commonwealth/State or Territory Security Guard/Crowd Safety Officer Identity Card
- ✓ NSW Security Licence
- ✓ Australian Defence Force Identity Card (excluding spouse cards)

* Issued by foreign government, the United Nations (UN) or an agency of the UN.

How do I provide this information?

- Original or certified copies of documents must be provided.
- All documents must be current and not expired unless otherwise stated.
- Digital driver licences are not an acceptable form of identification.

How do I get my documents certified?

To be correctly certified the required documents must be clearly noted as a 'True copy of the original document' and signed by a prescribed person. For further details of parties who can certify copies please refer to your representative for further assistance.

What if my documents aren't in English?

If your identification documents are not in English then a translation of each document is required. All translations must be completed by a translator who is accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) or an equivalent.

What happens if the name on my identification document is different or has changed?

If the name on your identification document has changed since it was issued, then a Change of Name Certificate, issued by the Registry of Births Deaths and Marriages must also be provided.

For further information regarding customer identification and how we are meeting our regulatory obligations refer to:

commbank.com.au/about-us/who-we-are/sustainability/sustainable-business-practices/anti-money-laundering-and-counter-terrorism-financing