

Association Identification Checklist.



Our purpose is to improve the financial wellbeing of our customers and communities.

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 such as a sporting club
- 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 or territory legislation
- An Unincorporated Body or Association has not been formally registered or incorporated with the relevant body, State or Territory body.

Customer to provide

We need to verify

✓ Full name of the association	Yes
✓ Full address of the principal place of administration or registered office	
✓ Any unique identifying number (not applicable for unincorporated associations)	Yes
✓ Association type	
✓ Primary Business Activity of the association	
✓ Tax Residency information of the association. Countries of Tax Residency and corresponding Tax Identification Numbers.	
✓ Full name of Chairman, Secretary and Treasurer or each equivalent	Yes
✓ Identification information for Chairman as individual (refer overleaf)	Yes
✓ Identification information for one member of the association (unincorporated association only)	Yes

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)

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:

<https://www.commbank.com.au/about-us/who-we-are/sustainability/sustainable-business-practices/anti-money-laundering-and-counter-terrorism-financing.html>

Individual Customer Identification Checklist.



Our purpose is to improve the financial wellbeing of our customers and communities.

This 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.

Customer to provide

- | | |
|---|--|
| ✓ Full name | ✓ Country or countries of Tax Residency and corresponding Tax Identification Numbers (as applicable) |
| ✓ Residential address | ✓ Occupation and employment details (as applicable) |
| ✓ Full postal address (if different from residential address) | If a Sole Trader |
| ✓ Date of birth | ✓ Full business name, business address and Australian Business Number (ABN) (if any) |
| ✓ Full contact details including telephone and email address | |

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

- | | |
|--|---|
| Provide one Primary Photographic Document: | OR |
| ✓ Australian or New Zealand drivers licence | One Primary Non-Photographic AND one Secondary Document |
| ✓ Australian Passport (can be accepted two years from the expiry date) | Secondary Document: |
| ✓ International Passport or travel document* | ✓ Defence Force Identity Card |
| ✓ Government issued Firearms licence | ✓ 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) |
| ✓ Foreign National Identity Card* | ✓ Australian Tax Office (ATO) notice containing name and residential address (issued within the preceding 12 months) |
| ✓ Proof of Age card – Australian State or Territory | ✓ 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) |
| ✓ NSW Birth card or Photo Card | ✓ Overseas drivers licence |
| OR | ✓ Commonwealth / State or Territory security guard / crowd safety officer identity card |
| Two Primary Non-Photographic Documents: | |
| ✓ Australian or foreign birth certificate or extract | |
| ✓ Australian or foreign citizenship certificate | |
| ✓ Centrelink pension or health card | |
| ✓ Australian drivers licence (not containing a photograph of the person) | |
- * issued by foreign government, the United Nations (UN) or an agency of the UN

How do I provide this information?

- Original documents must be presented or certified copies can be provided to your local branch or Bank representative.
- All documents must be current and not expired unless otherwise stated.
- Digital drivers 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 '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 the identification document is different or has changed?

If the name on the 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 on customer identification and how CommBank is meeting its regulatory obligations please go to:

<https://www.commbank.com.au/about-us/opportunity-initiatives/opportunity-from-good-business-practice/sustainable-business-practices/anti-money-laundering-and-counter-terrorism-financing.html>