

Identity Checklist for Domestic Registered Co-operative

Thank you for your interest in our products and services.

Whether you're looking for a low fee bank account for your business expenses, a business savings account that earns you interest, or a combination of the two, BOQ has a business bank account that can suit your needs.

This checklist is a guide for customers applying for a new business account. We need the following information from you so that we can comply with our regulatory obligations under the Anti-Money Laundering and Counter-Terrorism Financing laws. We may need additional information from you to support the account opening process.

These guidelines apply to all co-operatives registered in Australia.

What we need:

- Full name of the co-operative
- Collect one of the following: Any minutes of a meeting of the co-operative; **or** Any register maintained by the co-operative; **or** Information provided by ASIC or by the State, Territory or other body responsible for the registration of the co-operative
- Address of the co-operative's registered office or principal place of operations (if any) **or** the residential address of the co-operative's secretary **or** (if there is no such person) the co-operative's Chairperson/President or Treasurer
- Registration Number issued to the co-operative upon its registration by the State or Territory
- Nature of the business activities of the co-operative
- Full names of the Chairperson, Secretary, Treasurer or equivalent officer in each case of the co-operative
- Each person operating on the account (including Chairperson/President, Secretary, Treasurer, Beneficial Owner* and signatories) will need to provide identification documents as per the **Identity Checklist for Individuals** at your local BOQ branch (unless they are existing BOQ customers)
- Tax residency information of the association. Please provide a Tax Identification Number (TIN) if applicable
- Identification information for each Beneficial Owner*, account authoriser and signatory

* Beneficial Owner is the person/s who exercise control over the financial and operating decisions of the association.

Please bring all the above information to your appointment at your local BOQ branch so we can open your new BOQ Business Account as soon as possible.

