

Identity Checklist for Domestic Associations

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 associations formed in Australia.

What we need:

- Full name of the association
- Original or certified copy of the Rules or Constitution of the association
- Minutes of a meeting of the association confirming current officeholders and any other persons authorised to open and or operate on the account
- Full names of the Chairperson/President, Secretary and Treasurer in each case of the association (or equivalent officer for each)
- The nature of business activities/industry type
- Identification information for each Beneficial Owner*, account authoriser and signatory
- Tax residency information of the association. Please provide a Tax Identification Number (TIN) if applicable

Additional information for Incorporated Associations only

- Association's principal place of administration or registered office (if any) or the residential address of the association's public officer **or** (if there is no such person) the association's Chairperson/President, Secretary or Treasurer
- Any unique identifying number issued to an incorporated association upon its incorporation by the State or Territory

Additional information for Unincorporated Associations only

- An individual acting in the capacity as a member of an unincorporated association will need to provide identification documents as per the Identity Checklist for Individuals at your local BOQ branch (unless they are existing BOQ customers)
- Full address of the principal place of administration

* 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.