

Identity Checklist for Domestic Strata Corporation

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 strata corporations registered in Australia.

What we need:

- Full name of the strata corporation
- Strata registration number or equivalent
- Address of the strata corporation's principal place of operations
- Full names of the strata corporation committee officers including the chairperson/president, secretary and treasurer or equivalent officers and the strata corporation management company
- Original or copy (or certified copy) of the minutes of the AGM/EGM from the strata corporation
- Copy of the registered Community Title Scheme, Strata Title Scheme, Planning Scheme or Unit Titles obtained from the relevant land registry office
- If the strata corporation has a strata corporation management company, documents to support appointment of the management company (i.e. original or copy (or certified copy) of a letter of appointment from the strata corporation to the management company or management agreement signed as required by the relevant Act or with the common seal of the strata corporation attached) and original or copy (or certified copy) of the minutes of an annual general meeting or EGM of the strata corporation
- Nature of the business activities of the strata corporation (ANZSIC)
- Tax residency information of the association. Please provide a Tax Identification Number (TIN) if applicable
- Each person authorised to operate on the account will need to provide identification documents as per the **Individual Checklist for Individuals** at your local BOQ branch (unless they are existing BOQ customers)
- Each person authorised to operate on the account (including Signatories and Beneficial Owners*) will need to provide identification documents as per the Individual Checklist for Individuals at your local BOQ branch (unless they are existing BOQ customers)

* Beneficial Owner is the person or persons who ultimately owns or controls (directly or indirectly) the entity. This would be anyone who directly or indirectly own 25% or more of the shares or if no person directly or indirectly owns more than 25% of the shares, then any person who controls the financial and operating policies of the company.

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.

