

GUIDE TO COMPLETING THIS FORM

- o Complete the following in **BLOCK LETTERS**:
 - Sections 1 and 3 (all parts) – all Associations.
- AND** for Unincorporated Associations complete the following section:
 - Section 2 – Individual Member ID procedure

SECTION 1A: ASSOCIATION DETAILS

1.1 General Information

Full name of Association

Nature of business / activity

Full name of the following (or equivalent in each case):

	Full Given Name(s) of officer (if applicable)	Surname
Chairman	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Secretary	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Treasurer	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Provide an ID number issued on incorporation (eg. an ACN) (if any)

1.2 Association Type (select ✓ only ONE of the following categories)

- Incorporated Association** *Go to Section 1.3 below.*
- Unincorporated Association** *Go to Section 1.4 below.*

1.3 Incorporated Association (select ✓ and provide ONE of the following)

Principal place of administration

Address (PO Box is NOT acceptable)

Street

Suburb State Postcode Country

Go to Section 1B. You do not need to complete Section 1.4.

Registered office

Address (PO Box is NOT acceptable)

Street

Suburb State Postcode Country

Go to Section 1B. You do not need to complete Section 1.4.

Name & Residential address of the public officer (or president, secretary or treasurer if there is no public officer)

Full Given Name(s) of officer (if applicable)	Surname	Position
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Address (PO Box is NOT acceptable)

Street

Suburb State Postcode Country

Go to Section 1B. You do not need to complete Section 1.4.

1.4 Unincorporated Association

Principal place of administration (PO Box is NOT acceptable)

Street

Suburb State Postcode Country

Go to Section 1B.

SECTION 1B: ASSOCIATION VERIFICATION PROCEDURE

INCORPORATED ASSOCIATION SELECT FROM THE BELOW

Tick ✓	Verification options (please provide one of the following)
<input type="checkbox"/>	Information provided by ASIC or the government responsible for the incorporation of the association.
<input type="checkbox"/>	An original, certified copy or certified extract of the Constitution or Rules of the association.
<input type="checkbox"/>	An original, certified copy or certified extract of the minutes of a meeting of the Association. *

UNINCORPORATED ASSOCIATION SELECT FROM THE BELOW

Tick ✓	Verification options (use the following to verify the Unincorporated Association)
<input type="checkbox"/>	A search of a relevant government or regulator database (such as ABN lookup).
<input type="checkbox"/>	An original, certified copy or certified extract of the Constitution or Rules of the Association. *
<input type="checkbox"/>	An original, certified copy or certified extract of the minutes of a meeting of the Association. *

Documents that are written in a language that is not English, must be accompanied by an English translation prepared by an accredited translator

If an Unincorporated Association Complete Sections 2 and 3

If an Incorporated Association, Complete Section 3.

SECTION 2A: INDIVIDUAL MEMBER IDENTIFICATION PROCEDURE (Unincorporated Association only)

Name & residential address of the member who is signing on behalf of the Association

Full given name(s)

Surname

Date of Birth (dd/mm/yyyy)

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Residential Address (PO Box is NOT acceptable)

Street

Suburb

State

Postcode

Country

SECTION 2B: INDIVIDUAL MEMBER VERIFICATION PROCEDURE

If "Unincorporated Association" is selected in Section 1.2 above, in relation the selected Member:

- Complete Part I (or if the member does not own a document from Part I, then complete either Part II or III).

PART I – ACCEPTABLE PRIMARY ID DOCUMENTS

Tick ✓	Provide ONE valid option from this section only
<input type="checkbox"/>	Australian State / Territory driver's licence containing a photograph of the person.
<input type="checkbox"/>	Australian passport (a passport that has expired within the preceding 2 years is acceptable).
<input type="checkbox"/>	Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person.
<input type="checkbox"/>	Foreign passport or similar travel document containing a photograph and the signature of the person*.

PART II – ACCEPTABLE SECONDARY ID DOCUMENTS – should only be completed if the individual does not own a document from Part I

Tick ✓	Provide ONE valid option from this section
<input type="checkbox"/>	Australian birth certificate.
<input type="checkbox"/>	Australian citizenship certificate.
<input type="checkbox"/>	Pension card issued by Centrelink.
<input type="checkbox"/>	Health card issued by Centrelink.
Tick ✓	AND ONE valid option from this section
<input type="checkbox"/>	A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address.
<input type="checkbox"/>	A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address. <i>Block out the TFN before scanning, copying or storing this document.</i>
<input type="checkbox"/>	A document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address).

PART III – ACCEPTABLE FOREIGN ID DOCUMENTS – should only be completed if the individual does not own a document from Part I

Tick ✓	BOTH documents from this section must be presented
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<input type="checkbox"/>	Foreign driver's licence that contains a photograph of the person in whose name it issued and the individual's date of birth.*
<input type="checkbox"/>	National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued*

*Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.

SECTION 3: BENEFICIAL OWNER DETAILS

Please provide **AT LEAST ONE NAME** below:

Provide details of ALL individuals who are beneficial owners, as per (a) or (b) below and if there is no-one who meets this criteria, one person that satisfies (c):

- (a) is entitled (either directly or indirectly) to exercise 25% or more of the voting rights including a power of veto; or
- (b) would be entitled on dissolution to 25% or more of the property of the association; or
- (c) holds the position of senior managing official (or equivalent).

Individual 1

Full given name(s) Surname

Date of birth (dd/mm/yyyy)

Residential address (PO Box is NOT acceptable)

Street

Suburb State Postcode Country

Relationship (e.g. beneficial owner or senior managing official)

Individual 2

Full given name(s) Surname

Date of birth (dd/mm/yyyy)

Residential address (PO Box is NOT acceptable)

Street

Suburb State Postcode Country

Relationship (e.g. beneficial owner or senior managing official)

Individual 3

Full given name(s) Surname

Date of birth (dd/mm/yyyy)

Residential address (PO Box is NOT acceptable)

Street

Suburb State Postcode Country

Relationship (e.g. beneficial owner or senior managing official)

SECTION 3A: TAX INFORMATION

Collection of tax status in accordance with the United States Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS).

Is the Association a tax resident of a country other than Australia? Yes No

(An Association created or established under the laws of a country other than Australia)

If Yes, please provide the Association's country of tax residence and tax identification number (TIN) or equivalent below. If the Association is a tax resident of more than one other country, please list all relevant countries below.

If No, proceed to section 3B.

A TIN is the number assigned by each country for the purposes of administering tax laws. This is the equivalent of a Tax File Number in Australia or an Employee Identification Number in the US. If a TIN is not provided, please list one of the three reasons specified (A, B or C) for not providing a TIN.

1.	Country	<input type="text"/>	TIN	<input type="text"/>	If no TIN, list reason A, B or C	<input type="text"/>
2.	Country	<input type="text"/>	TIN	<input type="text"/>	If no TIN, list reason A, B or C	<input type="text"/>
3.	Country	<input type="text"/>	TIN	<input type="text"/>	If no TIN, list reason A, B or C	<input type="text"/>

If there are more countries, provide details on a separate sheet and tick this box. .

Reason A The country of tax residency does not issue TINs to tax residents

Reason B The Association has not been issued with a TIN

Reason C The country of tax residency does not mandate provision of the TIN.

SECTION 3B: VERIFICATION PROCEDURE

Please provide either ONE certified copy of a document from Part I or if you are unable to provide this, then a certified copy of a document from both Part II AND III.) for each individual listed in Section 3.

PART I – ACCEPTABLE PRIMARY ID DOCUMENTS

Tick ✓	Select ONE valid option from this section only
<input type="checkbox"/>	Australian State / Territory driver's licence containing a photograph of the person
<input type="checkbox"/>	Australian passport (a passport that has expired within the preceding 2 years is acceptable)
<input type="checkbox"/>	Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person
<input type="checkbox"/>	Foreign passport or similar travel document containing a photograph and the signature of the person*

PART II – ACCEPTABLE SECONDARY ID DOCUMENTS – should only be completed if the individual does not own a document from Part I

Tick ✓	Select ONE valid option from this section
<input type="checkbox"/>	Australian birth certificate
<input type="checkbox"/>	Australian citizenship certificate
<input type="checkbox"/>	Pension card issued by Centrelink
<input type="checkbox"/>	Health card issued by Centrelink
Tick ✓	AND ONE valid option from this section
<input type="checkbox"/>	A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address
<input type="checkbox"/>	A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address. <i>Block out the TFN before scanning, copying or storing this document.</i>
<input type="checkbox"/>	A document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address)
<input type="checkbox"/>	If under the age of 18, a notice that: was issued to the individual by a school principal within the preceding 3 months; and contains the name and residential address; and records the period of time that the individual attended that school

PART III – ACCEPTABLE FOREIGN ID DOCUMENTS – should only be completed if the individual does not own a document from Part I

Tick ✓	BOTH documents from this section must be presented (where translated into English where applicable)
<input type="checkbox"/>	Foreign driver's licence that contains a photograph of the person in whose name it issued and the individual's date of birth
<input type="checkbox"/>	National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued