



Instruction sheet

Completing the identification form for Associations

Identification and Verification

Anti-Money Laundering & Counter-Terrorism Financing laws require BWA Managed Investments (BWAMI) to establish the identity of its clients (and other persons associated with a client's account). To do this, you need to complete the attached form and this instruction sheet will assist you in doing so.

Verifying the information

All documents are required to be verified by completing sections 2 and 3 of the form.

What do I need to complete?

The below table provides you with a guide to which sections you need to complete as identified by a solid dot (●) and also provides a brief explanation of each of the sections.

What other identification can I provide?

If the individual does not have a primary identification document, you must provide two forms of acceptable secondary identification. For example, you can provide an Australian birth certificate and a document issued by the Australian Taxation Office within the preceding 12 months or a utilities notice within the preceding 3 months (e.g. electricity or water bill) containing the full name and residential address of the individual.

Alternatively, you may wish to obtain the individual's foreign driver's licence that contains the full name and a photo or signature of the individual, together with a foreign birth certificate that contains the full name and date of birth of the individual.

Will documents in a language other than English be accepted?

Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator. An accredited translator is any person who is currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) at the level of Professional Translator or above.

How do I get a document certified?

To be correctly certified, we need the document(s) to be certified as 'True copy of the original document' and signed by:

- a Justice of the Peace
- a solicitor
- a police officer
- a magistrate
- a Notary Public (for the purposes of the Statutory Declaration Regulations 1993)
- an employee of Australia Post (with two or more years of continuous service)
- a financial adviser (provided they have two or more years of continuous service)
- an accountant (provided they hold a current membership to a professional accounting body)
- an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- an officer of a bank, building society, credit union or finance company provided they have two or more years of continuous service.

The party certifying the ID document(s) will also need to state what position they hold and sign and date the document(s). If the certification does not appear on the document(s), you may be asked to send in new certified documents. There are additional persons who can certify documents. A full list of the persons who can certify documents is available from our forms library at bwami.com.au.

Section		
1 Association Identification Procedure		
1.1	General Information	●
1.2	Association Type	●
1.3	All Associations	●
1.4	Member of the Unincorporated Association	●
	Refer to Section 1.2 for information on when to complete Section 1.5. A separate Individual identification form will need to be completed for the individual.	
2 Verification Procedure		
2.1	Incorporated Association Verification Procedure	●
	Refer to Section 1.2 for information on when to complete Section 1.5.	
2.2	Unincorporated Association Verification Procedure	●
	Refer to Section 1.2 for information on when to complete Section 1.5.	
3 Record of Verification Procedure		
		●



Identification Form Associations

GUIDE TO COMPLETING THIS FORM.

This form is for Associations (Incorporated and Unincorporated) and accompanies the Australian Companies application form.
Complete all applicable sections of this form in BLOCK LETTERS.

SECTION 1: ASSOCIATION IDENTIFICATION PROCEDURE

1.1 GENERAL INFORMATION

Full name of Association

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

	Full given name(s)	Surname
Chairman	<input type="text"/>	<input type="text"/>
Secretary	<input type="text"/>	<input type="text"/>
Treasurer	<input type="text"/>	<input type="text"/>

Complete a separate Individual ID Form for each individual unless an Individual ID Form has already been provided for the individual.

1.2 ASSOCIATION TYPE (select only ONE of the following categories)

Incorporated Association

Provide any ID number issued on incorporation (e.g. registration/incorporation number)

Unincorporated Association

1.3 ALL ASSOCIATIONS (select and provide ONE of the following)

Provide the address of the principal place of administration of the Association. If there is no principal place of administration, provide the address of registered office or the address of an office holder of the Association.

Principal place of administration

Address (PO Box, RMB, C/- or similar are NOT acceptable)

Street

Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If a principal place of administration is provided go to Section 1.4 (for Unincorporated Associations) or Section 2 (for Incorporated Associations).

Registered office

Address (PO Box, RMB, C/- or similar are NOT acceptable)

Street

Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If a registered office is provided go to Section 1.4 (for Unincorporated Associations) or Section 2 (for Incorporated Associations).

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

Full given name(s) of officer

Surname

Position

Address (PO Box, RMB, C/- or similar are NOT acceptable)

Street

Suburb

State

Postcode

Country

Proceed to Section 1.4 (for Unincorporated Associations) or Section 2 (for Incorporated Associations).

1.4 MEMBER OF THE UNINCORPORATED ASSOCIATION (do not complete for Incorporated Association)

Additional information is required for Unincorporated Associations ONLY. Provide details of only **one** member who is being identified on behalf of the Association.

Complete a separate Individual ID Form for the individual unless an Individual ID Form has already been provided for the individual.

Member detail

Full given name(s)

Surname

SECTION 2: VERIFICATION PROCEDURE

The procedure to verify the identity of the Association is set out in 2.1 (for Incorporated Associations) and 2.2 (for Unincorporated Associations).

2.1 INCORPORATED ASSOCIATION VERIFICATION PROCEDURE

Information to be verified:

- Full name of the Association
- ID number issued on Incorporation (if any).

Tick ✓	Verification options (select one or more of the following options used to verify the Incorporated Association)
<input type="checkbox"/>	Information provided by ASIC or by the State or Territory body 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 meeting of the Association.

IMPORTANT NOTE:

- Complete the Record of Verification Procedure in Section 3
- Ensure that a separate Individual ID Form has been completed for each Chairman, Treasurer and Secretary (or equivalent roles) of the Association
- You may wish to attach copies of the ID documentation used to verify the Association.

OR

2.2 UNINCORPORATED ASSOCIATION VERIFICATION PROCEDURE

Information to be verified:

- Full name of the Association.

Tick ✓	Verification options (select one of the following options used to verify the Unincorporated 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 meeting of the Association.

IMPORTANT NOTE:

- Complete the Record of Verification Procedure in Section 3
- Ensure that a separate Individual ID Form has been completed for each Chairman, Treasurer and Secretary (or equivalent roles) and the member of the Unincorporated Association
- You may wish to attach copies of the ID documentation used to verify the Association.

SECTION 3: RECORD OF VERIFICATION PROCEDURE

ID document details	Document 1	Document 2 (if required)
Verified from	<input type="checkbox"/> Performed search <input type="checkbox"/> Original <input type="checkbox"/> Certified Copy	<input type="checkbox"/> Performed search <input type="checkbox"/> Original <input type="checkbox"/> Certified Copy
Document Issuer/Website	<input type="text"/>	<input type="text"/>
Document type	<input type="text"/>	<input type="text"/>
Issue date	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Search date	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

By completing and signing this Record of Verification Procedure I declare that:

- an identity verification procedure has been completed in accordance with the AML/CTF Rules, in the capacity of an AFSL holder or their authorised representative
- a separate Individual ID Form has been completed for each Chairman, Treasurer and Secretary (or equivalent roles) of the Association
- a separate Individual ID Form has been completed for the member of the Unincorporated Association (if applicable).

AFS Licensee Name	<input type="text"/>	AFSL No.	<input type="text"/>
Representative/Employee Name	<input type="text"/>	Phone No.	<input type="text"/>
Signature	<input type="text"/>	Date verification completed	<input type="text"/>

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