

GUIDE TO COMPLETING THIS FORM

- ☐ This form is for REGISTERED CO-OPERATIVES.
- ☐ Provide details for the registered cooperatives Beneficial Owners (Section 1.3) and provide separate INDIVIDUAL ID Forms for each of these Beneficial Owners.
- ☐ Tax information must be collected from an authorised representative of the Registered Co-operative
- ☐ Complete all applicable sections of this form in BLOCK LETTERS.

SECTION 1: REGISTERED CO-OPERATIVE IDENTIFICATION PROCEDURE

1.1 General Information

Full name of Registered Co-operative

Provide ID number issued by relevant registration body (if any)

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

	Full given name(s)	Surname
Chairman		
Secretary		
Treasurer		

1.2 Address Information (select ☒ and provide ONE of the following)

☐ **Principal place of operations**

Address(PO Box is NOT acceptable)

Street

Suburb State Postcode Country

If a principal place of operations provided go to Section 1.3.

☐ **Registered office**

Address(PO Box is NOT acceptable)

Street

Suburb State Postcode Country

If a registered office is provided go to Section 1.3.

☐ **Name & Residential address of the Secretary** (or president or treasurer if there is no secretary)

Full Given Name(s) of officer (if applicable)	Surname	Position

Address(PO Box is NOT acceptable)

Street

Suburb State Postcode Country

Go to Section 1.3.

1.3 Beneficial Ownership

Provide the names of the individuals that directly or indirectly control the Registered Co-operative, such as the Chairman, President, Treasurer or Secretary.

Complete separate individual customer ID Forms for each of these individuals.

Full given name(s)	Surname	Role (such as Chairman, President, etc.)

Please Note: Beneficial Owner/s must be listed above and individual ID Forms completed for all Beneficial Owners.

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

SECTION 2: 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 Registered Co-operative a tax resident of a country other than Australia? Yes ☐ No ☐

(A Registered Co-operative created or established under the laws of a country other than Australia)

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

If No, proceed to section 3.

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		TIN		If no TIN, list reason A, B or C	
2. Country		TIN		If no TIN, list reason A, B or C	
3. Country		TIN		If no TIN, list reason A, B or C	

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 Registered Co-operative has not been issued with a TIN

Reason C The country of tax residency does not require the TIN to be disclosed

SECTION 3: REGISTERED CO-OPERATIVE VERIFICATION PROCEDURE**Registered Co-operative Verification procedure**

Information to be verified:

- ☐ Full name of the Registered Co-operative
- ☐ ID number issued by relevant registration body (if any)

Tick ✓	Verification options (select one or more of the following options used to verify the Registered Co-operative)
☐	Information provided by ASIC or the relevant registration body responsible for the registration of the Registered Co-operative. *
☐	An original or certified copy or certified extract of the register maintained by the Registered Co-operative. *
☐	An original, certified copy or certified extract of the minutes of a meeting of the Registered Co-operative. *
☐	A search of the relevant ASIC, government or other regulator's database (such as ABN lookup).

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

IMPORTANT NOTE:

- Ensure that individual customer ID Forms have been provided for the registered cooperative's Beneficial Owners as per 1.3 AND
- Attach a legible certified copy of the ID documentation used to verify the Registered Co-operative (and any required translation) OR
- Alternatively, if agreed between your licensee and the product issuer, complete the Record of Verification Procedure section below, and DO NOT attach copies of the ID Documents

SECTION 4: RECORD OF VERIFICATION PROCEDURE

ID DOCUMENT DETAILS	Document 1	Document 2 (if required)
Verified From	☐ Performed search ☐ Original ☐ Certified copy	☐ Performed search ☐ Original ☐ Certified copy
Document Issuer / Website		
Document Type		
Issue date / Search date		
Accredited English Translation	☐ N/A ☐ Sighted	☐ N/A ☐ Sighted

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;
- individual customer ID Forms have been provided for the registered cooperative's Beneficial Owners and
- the tax information provided is reasonable considering the documentation provided.

AFS Licensee Name		AFSL No.	
Representative/ employee name		Phone No.	
Signature		Date Verification Completed	