

Identification for Associations

Account or Policy number(s)

You can also arrange for your financial adviser to identify you. If so, your adviser must complete the appropriate FSC Identification form.

We respect your privacy and handle your information in accordance with our Privacy Policy. The Insignia Financial Group's Privacy Policy is available at mlc.com.au/privacy, and the MLC Limited Privacy Policy is available at mlc.com.au/mlcinsuranceprivacypolicy

Section 1: Association details

1 General information

Full name of Association

Full given name(s) and surname of the following (or equivalent in each case).

Chairman

Secretary

Treasurer

2 Association type

Select **one** of the following categories

☐

Incorporated Association

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

☐

Unincorporated Association

3 All Associations

Select and provide **one** of the following:

☐

Principal place of administration (PO Box is **not** acceptable)

Postcode									Country

Please go to **4. Beneficial ownership**

☐

Registered office address (PO Box is **not** acceptable)

Postcode									Country

Please go to **4. Beneficial ownership**

1: Association details continued

☐ Name and residential address of the public officer (or president, secretary or treasurer (if there is no public officer))

Full name of officer (if applicable)

Position

Residential address (PO Box is **not** acceptable)

Postcode				Country

4 Beneficial ownership

Are there any members entitled to 25% or more of the voting rights in the association (directly or indirectly), including a power of veto?

Yes ☐ Complete 4.1 Beneficial owners

No ☐ Complete 4.2 Other beneficial owners (Unincorporated Associations)

4.1 Beneficial owners

Provide the names of the members who are entitled to 25% or more of the voting rights in the association (directly or indirectly), including a power of veto. If there are no individuals who meet this proceed to 4.3 Other beneficial owners

You'll need to provide individual customer identification forms for each of these individuals. The Identification for Individuals and Sole Traders form is available from mlc.com.au

Full given name

Surname

4.2 Other beneficial owners (Unincorporated Associations)

Provide the name of one member with an interest of 25% or more in the assets of the unincorporated association upon dissolution of the association. If there are no individuals who meet this proceed to 4.3 Other beneficial owners (Incorporated and Unincorporated)

You'll need to provide individual customer identification forms for this individual. The Identification for Individuals and Sole Traders form is available from mlc.com.au

Full given name

Surname

4.3 Other beneficial owners (Incorporated and Unincorporated)

If there are no members who meet the requirements in section 4.1 or 4.2 above (as relevant) please complete this section.

Provide the name of one of the individuals who hold the position of senior managing official(s) of the association (e.g. Chairman, Secretary or Treasurer or public officer who is authorised to sign on the association's behalf).

You'll need to provide individual customer identification forms for this individual. The Identification for Individuals and Sole Traders form is available from mlc.com.au

Full given name

Surname

Please go to **Section 2**.

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 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 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 Employer 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Country	TIN	If no TIN, list reason A, B or C
<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Country	TIN	If no TIN, list reason A, B or C
<input type="text"/>	<input type="text"/>	<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 require the TIN to be disclosed

For more information on FATCA/CRS go to ato.gov.au

Please go to **Section 3**.

Section 3: Identification procedure

Attach a legible **certified copy** of ID documents from the options below.

Tick (✓)	Provide ONE ID document from the following options
<input type="checkbox"/>	Minutes of a meeting where office bearers were or are appointed.
<input type="checkbox"/>	A certified copy of certified extract of the Constitution or Rules of the association.

Please check the details of who can certify in **Section 4**.

Section 4: Who can certify?

- A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- A Justice of the Peace
- A judge of a court
- A magistrate
- A chief executive officer of a Commonwealth court
- A registrar or deputy registrar of a court
- A notary public (for the purposes of the Statutory Declaration Regulations 1993)
- A police officer
- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- An officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993) (eg bank manager, bank officer)
- A finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993)
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees (eg financial planner, adviser, broker)
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership

Acceptable certification of ID documents

Each copy of the ID must be certified by an approved certifier as follows:

The approved certifier must write:

- Full printed name of the "Approved Certifier" (eg Michelle Helena Citizen)
- Date the document was certified
- Signature of the approved certifier
- The capacity in which they have certified the document, eg police officer, etc.
- The Registration number (if applicable) of the certifier, and
- The following text:

If single page: This is to certify this is a true copy of the original which I have sighted.

If multiple page: I certify that this and the following (number of pages) are a true copy of the original which I have sighted.

Each following page must be initialled and dated.

Section 5: Send us your form

Please send this form with current **certified copies** of your identity documents to:

**PO Box 200
North Sydney NSW 2059**

If you have any questions, please speak with your financial adviser, or call us on **132 652** Monday to Friday between 8 am and 6 pm (AEST/AEDT).

Trustee

NULIS Nominees (Australia) Limited
ABN 80 008 515 633
AFSL 236465

Funds

MLC Super Fund
ABN 70 732 426 024

Insurer

MLC Limited
ABN 90 000 000 402
AFSL 230694

MLC Investments Limited
ABN 30 002 641 661
AFSL 230705

NULIS Nominees (Australia) Limited and MLC Investments Limited are part of the Insignia Financial Group of Companies, comprising Insignia Financial Ltd ABN 49 100 103 722 and its related bodies corporate (Insignia Financial Group). MLC Limited uses the MLC brand under licence. MLC Limited is part of the Nippon Life Insurance Group and is not a part of the Insignia Financial Group. Any references to 'we', 'us' and 'our' means MLC Limited and Trustee refers to NULIS Nominees (Australia) Limited.