

Incorporated Association AML Checklist



It is important that JDF identifies all customers who finance with us. Where the borrowing entity includes an incorporated association you will need to provide JDF with the following information and documents for identification purposes.

(Where relevant, we may contact your accountant or lawyer to provide required documents to us on your behalf. In some cases, we may require from you additional identification information and documents to those specified in this checklist before we can provide finance).

In addition to the below, if we require it, you will need to provide identification documents for all your Effective Controllers* [as per our checklist for individuals.](#)

Information Required

- Full name of the association
- ABN issued to the association (if any)
- Unique identification number issued upon registration by the State/Territory for the association
- Full address of the association's principal place of business (street or property address), or registered address, or residential address of public officer or president/secretary/treasurer
- Full names of all office bearers (President/Chairman, Secretary and Treasurer or equivalent)
- Full name, date of birth and residential address of ALL Effective Controllers*

Documents Required

- If we require it, original or certified copy of certificate of incorporation, rules of association or minutes of meeting.

*any individual who:-

- controls (directly or indirectly) the incorporated association, including by making financial and operating decisions for the incorporated association (referred to as an **"Effective Controller"**).

This includes, for example:

- a Chairman or similar office holder (if they have such authority);
- any individual that has sufficient authority because of their influence/control over senior officeholders of the association or its members;
- any individual who has formal or informal authority (eg through agreements, arrangements or understandings) to control the association, such as by making decisions regarding its finances and operations; or
- any individual who controls the association based on internal practices, regardless of their legal authority (such as if the practice within the association is follow their directions about key management decisions, regardless of their formal authority).