

Registered Co-operative AML Checklist



It is important that JDF identifies all customers who finance with us. Where the borrowing entity includes a registered co-operative, 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 Beneficial Owners/Effective Controllers* [as per our checklist for individuals.](#)

Information Required

- Full name of co-operative
- Unique identification number issued upon registration by the State/Territory for incorporation
- Principal place of business or registered address, or residential address of President, Secretary or Treasurer
- Full names of all office bearers (Chairman, Secretary and Treasurer)
- Full name, date of birth and residential address of ALL Beneficial Owners*

Documents Required

- If we require it, original or certified copy of Constitution or certificate of registration

*any individual who: -

1. owns (directly or indirectly) 25% or more of the shares in the registered co-operative (referred to as a "**Beneficial Owner**"); or

This includes, for example:

- any individual who has a direct shareholding in the co-operative of at least 25%; or
- any individual who indirectly owns at least 25% of the co-operative through a chain of ownership in other entities.

2. controls (directly or indirectly) the co-operative, including by making financial and operating decisions for the co-operative (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 co-operative or its members;
- any individual who has formal or informal authority (eg through agreements, arrangements or understandings) to control the co-operative, such as by making decisions regarding its finances and operations; or
- any individual who controls the co-operative based on internal practices, regardless of their legal authority (such as if the practice within the co-operative is follow their directions about key management decisions, regardless of their formal authority).

Note: You must advise JDF the details of every Beneficial Owner (if any) and every Effective Controller (if any) for the co-operative.