



Document checklist

Government Body

What we need to complete your application

Thank you for your interest in NAB. All clients applying for a new business account must complete the identification procedures for the purposes of Anti-Money Laundering and Counter Terrorism Financing laws. The checklist below contains the information we require to establish you as a Customer. Further information may be collected from you to support the establishment process, if required.

Information required

- Full name of Government Body
- Full Business name which includes any Trading names (if any)
- Government Issued Identification number (if any)
- Date of Establishment.
- The nature & purpose of your intended banking relationship with NAB
- Your Wealth – the activities that have contributed to your wealth to date and which countries did it originate from
- Nature of Business/Industry – all activities of the business.
- Full address of the Government Body’s principal place of operation and mailing address if different to your principal place of operation address
- Full Registered Address (if any)
- Whether the government body is:
 - an entity or emanation of the Commonwealth or established under legislation of the Commonwealth; or
 - an entity or emanation of an Australian state or territory or a foreign country, and if so, the name of the relevant state, territory or foreign country; or
 - established under legislation of an Australian state or territory or a foreign country, and if so, the name of the state, territory or foreign country.
- Full name, residential address, date of birth, and foreign tax status (if any), of each Beneficial Owner or controllers (Foreign Government Body only)*
- If any individuals are a citizen or resident of any foreign country for tax purposes, provide Tax Identification Number (TIN)
- Foreign Account Tax Compliance Act (FATCA)/Common Reporting Standard (CRS) information of the Government Body
- Any Signatories
- Any Joint Account Holders
- Any Agent/Verifying Officer (VO) of the Customer

* Australian Government Bodies don't require a Beneficial Owner. For Foreign Government Bodies, a Beneficial Owner could be a controller of the government body, e.g. Chief Executive Officer (CEO), Chief Finance Officer (CFO), Chief Operating Officer (COO), Senior Managing Officer (SMO) or equivalent.

Documents required

- Letter in the Department's letterhead signed by the Chief Executive or Department Secretary but can be signed by another Head of the Department depending on what the instrument of delegation specifies. In the absence of an instrument of delegation, the letterhead must be signed by the Chief Executives; and the letter must specify the full name of the Government Body.

Next steps

- Organise all required individuals to provide identification documents at a NAB branch or their banker. Where we have your consent, we may be able to verify your identity electronically
- Arrange a time to complete the application process with your banker
- Provide or email information and relevant documents to your banker