

AML/ CTF Customer Information Questionnaire – Associations

Introduction

To help the Government fight money laundering activities and the funding of terrorism, the Anti-Money Laundering and Counter Terrorism Financing Act 2006 (Cth) (“AML/CTF Act”) requires that we obtain, verify and record certain information about customers. This questionnaire is designed to assist in that process.

Please note, the information collected in this questionnaire is required for compliance with the AML/CTF Act and all personal information you provide will be managed in accordance with the AML/CTF Act, the Privacy Act 1988 and the Australian Privacy Principles.

Please complete the following questions

Identification

General

	Entity 1	Entity 2
Full name of association		
Association’s principal place of administration or registered office OR residential address of the association’s public officer/ president/ secretary/ treasurer		
Any unique identifying number (registration)		
Full name of chairman, secretary and treasurer (or equivalent officers)		

Customer is in his or her capacity as a member of an un-incorporated association

	Entity 1	Entity 2
Full name of association		
Full name of the member		
Date of birth or residential address of the member		
Association’s principal place of administration		
Full name of chairman, secretary and treasurer (or equivalent officers)		

Verification

General

At a minimum, the full name of the association and the unique identifying incorporation number must be verified. This can be done using:

- Constitution or rules of the association or a certified extract
- Minutes of meeting of the association or a certified extract
- The information provided by ASIC or by the State or Territory responsible for the incorporation of the association
- Reliable and independent documents relating to the association
- Reliable and independent electronic data

Where the customer is acting in his or her capacity as a member of an unincorporated association

At a minimum:

- The full name (if any) of the association, using the rules or constitution of the association or from a certified copy or certified extract of the rules or constitution of the association, or from reliable and independent documents relating to the association or from reliable and independent electronic data; and
- The full name and either the DOB or address collected from the member. Please provide either an original or certified copy of:
 - a non-expired primary photographic identification document
 passport, proof of age card, national identity card, driver's licenceOR
 - both an original or certified copy of a non-expired primary non-photograph identification document
 birth certificate, citizenship certificate, or pension cardand

an original or certified copy of a secondary identification document.

Secondary identification documents are documents (other than a primary identification document) which establish the identity of the individual. They must have at least one given name plus surname in full, have been issued by the Commonwealth, State, Territory, ATO or local government within the preceding 12 months, and contain the individual's residential address. (Note: If issued by Local Government or utilities provider, it must have been issued within the preceding 3 months.)

Additional Questions

	Person 1	Person 2
Agent If the customer uses an agent to obtain designated services, you must obtain and verify:		
The full name of each individuals who purports to be an agent		
The person's authority to act for the customer		

Privacy

Aon is committed to protecting your personal information in accordance with the Australian Privacy Principles under the Privacy Act 1988 (Cth). We collect, use and disclose personal information to offer, promote, provide, manage and administer the many financial services and products we and our group of companies are involved in as set out in the Aon Privacy Notice. In order to do this, we may also share your information with other persons or entities who assist us in providing or promoting our services as set out in the Aon Privacy Notice. Further information about our privacy practices can be located in the Aon Australia Group Privacy Policy Statement which can be viewed on our website at www.aon.com.au or a copy can be sent to you on request by your Aon representative. You may also gain access to your personal information, or modify your privacy preferences (including any marketing opt outs), by contacting your Aon representative or our Privacy Officer at:

Privacy Officer –

By email: privacyofficer@aon.com.au

By mail: Level 33, 201 Kent Street Sydney NSW 2000

By phone: (02) 9253 7000

Additional Undertakings

Is the association, or are any of the officers of the association under any investigation or prosecution for:

- an evasion or attempted evasion of a taxation law
 Yes No
- an evasion or an attempted evasion of a law of a State or Territory that deals with taxation
 Yes No
- an offence against a law of the Commonwealth or of a State or Territory of Australia
 Yes No

If any individual of the association cannot provide the above undertakings, please provide details below or on a separate sheet which must also show the relevant name and which must be signed by or on behalf of the relevant individual or association that cannot provide the undertakings.

Signed	Print Name	Date