

# Account Opening Checklist TDA – Customer



## Application and Signatory Documentation

The following application forms and additional documentation relating to persons who are provided with authority to access your TDA are to be completed to establish your new TDA. Should you require additional copies of any of these forms or require assistance completing them, please contact Community Sector Banking on 1300 550 603 or email [CustomerService@csbanking.com.au](mailto:CustomerService@csbanking.com.au).

### Documentation Required

### Provided

Customer Application TDA (OA006)	<input type="checkbox"/>
Verifying Officer Nomination (OA002(i))	<input type="checkbox"/>
Non-Titled Member Application (OA272)	<input type="checkbox"/>
Meal Entertainment Card Application Form (CC026a)	<input type="checkbox"/>
Photocopy of acceptable Know Your Customer (KYC) identification documentation for each nominated person as a signatory on your account	<input type="checkbox"/>

Please refer to "Acceptable "Know Your Customer (KYC)" Documentation – Individuals" (OA038) for details of current forms of acceptable identification documentation

## Organisation's Documentation

Please provide one of the following pieces of documentation depending on your organisation's entity type:

### Partnership

- An original, certified copy of the Partnership Agreement; OR
- Certified copy or certified extract of the minutes of a partnership meeting approving the establishment of the business relationship; OR
- An original or certified copy of bank statement in the name of the partnership issued within the last 12 months; OR
- Original or certified copy of a certificate of registration of business name issued by an Australian government body; OR
- An original letter from the accountant of legal practitioner confirming the name and existence of the partnership dated within the last 12 months

### Australian Company

- An original or certified copy of the company's certificate of registration issued by ASIC AND Application for Registration as an Australian Company (ASIC Form 201) OR Change of Company Details (ASIC Form 484); OR
- A public document issued by the relevant company

### Incorporated and Unincorporated Association

- Information provided by ASIC or State or Territory government bodies responsible for the incorporation of the Association (e.g. Certificate of Incorporation)
- Original or certified copy of the Rules or Constitution of the association
- Certified extract of the Rules or Constitution of the association
- Minutes or certified copy or certified extract of the minutes of the meeting of the associations

### Co-operatives

- A register or certified copy or certified extract of any register maintained by the co-operative
- Minutes or certified copy or certified extract of the minutes of the meeting of the co-operative
- Information provided by the relevant government (State or Territory) registration body

**Account Opening Checklist TDA – Staff Use Only**

**Application and Signatory Documentation**

**Documentation Required**

**Provided**

Customer Application TDA (OA006)	<input type="checkbox"/>
Know Your Customer Information <organisation> form (OA565a/b/c/d/e/f/g/h/i)	<input type="checkbox"/>
Verifying Officer Nomination (OA002(i))	<input type="checkbox"/>
Non-Titled Member Application (OA272)	<input type="checkbox"/>
Signature Capture Form (IC021)	<input type="checkbox"/>
Know Your <Customer> Information form – Individual (OA565a)	<input type="checkbox"/>
Photocopy of acceptable Know Your Customer (KYC) identification documentation for each nominated person as a signatory on the account	<input type="checkbox"/>