| ***Context:*** *This document is a request for Information to Identify and Verify the Key Controllers of this Not for Profit/Charitable organization.*This form is to be completed and signed by a Key Controller of the organisation ***A key controller is a person holding one of the following roles in the organization:***1. *Chairman (or equivalent position who is able to make overarching decisions for the organisation – e.g. CEO, President, etc.)*
2. *Treasurer (or equivalent position with control over the finances of the business – e.g. CFO, Financial Controller, etc.)*
3. *Secretary*
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| **Section A – ONLY to be completed by a Key Controller of the organisation** |
| I, [Full First and Last Name], am a [Role Title] of [Business Name], confirm that the information contained in this disclosure certificate is true, accurate and complete to the best of my knowledge and belief.I hereby confirm that following are the individuals holding the roles of Key Controller in the organisation.

| **Full Name** | **Title/Position** | **Type(s) of ID Provided** (e.g. License, Passport) | **Country of Issuance for ID(s) Provided1** | **Confirm Copies of ID Provided1** | **Confirm Liveness Completed OR Certified ID(s) Provided2** |
| --- | --- | --- | --- | --- | --- |
| 1 [Chairman Full Name]  | **Chairman (or equivalent)** | [ID Type] | [Country] | ☐ | ☐ |
| 2 [Treasurer Full Name] | **Treasurer (or equivalent)** | [ID Type] | [Country] | ☐ | ☐ |
| 3 [Secretary Full Name] | **Secretary** | [ID Type] | [Country] | ☐ | ☐ |

☐ I acknowledge that this certification is given in connection with the Anti-Money Laundering and Counter-Terrorism Financing Rules and that it is an offence under section 136 of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) to knowingly provide false or misleading information.☐ I have a copy/copies of my ID as required1,2

| **Signed:** [Initial/Name here to Electronically-Sign] | **Date Signed:**  [Date Signed] |
| --- | --- |
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*1 Please provide 1 valid form of ID for each of the Chairman, Treasurer (or equivalent roles), and Secretary
2 Note that if you are providing an ID other than an Australian or New Zealand Drivers License/Passport, IDs provided must either be Certified/Notarised according to the regulations of your country of residence, or alternatively, provided through Liveness by the ID holder (which can be accessed using* [*the following link*](https://eu.onfido.app/f/2a50e466-a8c3-4ee6-a788-056745da9056)*)*