

Identity Verification

To comply with our obligations under the Anti-Money Laundering and Countering Financing of Terrorism Act (AML/CFT Act) we are required to collect information on the identity and physical address of our clients, any person authorised to act for our client and any beneficial owner¹ of our client, and to verify this information using relevant identification documents.

Identification documents provided must be current at the time of presentation (i.e. not expired where an expiry date is applicable to the form of identification). The document's owner must also be present when it is produced to us in order for us to verify your identity.

You will need to bring in the original document with you which we will copy for compliance purposes. If you are unable to come to the office in person, you will need to send us an **original** certified copy of each document. These may be certified by a Solicitor, Justice of the Peace or a Registrar/Deputy Registrar of the Court, and **must state that "it is a true copy of the original document and represents the identity of the person presenting it"**.

Proof of Identity

For each Individual, Director, Trustee, Executor, Partner, Officer, Authorised Person, Attorney appointed under a Power of Attorney, or Beneficial Owner¹ please provide **one** of the following documents:

- A New Zealand drivers licence
- New Zealand or overseas passport containing your name, date of birth, photograph and signature
- New Zealand firearms licence

Proof of Residential/Registered Address (must not be a PO Box or similar)

One of the following issued within 6 months immediately preceding the date of presentation:

- Utilities bill
- Rates bill
- Bank account statement
- A letter or statement issued by a government agency in the 12 months immediately preceding the date of presentation e.g. Inland Revenue, Work and Income

In some instances, depending on the transaction, enhanced due diligence may be required in order for us to begin working on your matter and to ensure our continued compliance with the AML/CFT Act. Should this be necessary, we will be required to ascertain and verify your source of funds or source of wealth.

¹ Beneficial Owner: A Beneficial Owner is a person who owns more than 25% of the client or a person who has effective control of the client.