

Due to our obligations under the Anti-Money Laundering and Countering Financing of Terrorism Act (AML/CFT Act), we are required to undertake identity verification for new clients.

In order for us to accept your instructions we require one of the below options to be completed.

Electronic Verification



For efficiency and security, we use a specially-designed app which allows you to verify your identity and address on the spot via a text message link. All you will need is your NZ or Australian Passport or Driver's License and a few minutes.

This is our default method of verification but below are other options if you prefer.

Face-to-face Verification



You can stop by one of our offices for us to verify you in person.

For this we will need you to bring:

- ▶ Passport or New Zealand Firearms License; and
- ▶ Proof of address within the past 12 months
- OR**
- ▶ New Zealand Drivers License with manual electronic verification (we will complete this on your behalf); and
- ▶ Proof of address within the past 12 months

Certified Copy of Documents



If you are unable to see us in person or complete an electronic verification, you can get the documents noted under "Face-to-face verification" certified by a trusted referee.

Certification must:

- ▶ Include the name, occupation and signature of the trusted referee
- ▶ Include the date of certification
- ▶ Have been carried out in the last 3 months

A trusted referee must:

- ▶ Be at least 16 years of age
- ▶ Sight the original identification documents
- ▶ State that the document is a true copy of the original which they have sighted, and it represents a true likeness of the individual
- ▶ NOT be your spouse or partner, be related to you or living at the same address as you or be involved in the transaction.

Trusted referees in NZ include:

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| ▶ Lawyer | ▶ Registered medical doctor |
| ▶ Chartered Accountant | ▶ Registered teacher |
| ▶ Justice of the peace | ▶ Kaumatua (as verified through a reputable source) |
| ▶ Notary public | ▶ Member of Parliament |
| ▶ Member of the police | ▶ New Zealand Honorary Consul |
| ▶ A person who has the legal authority to take statutory declarations or the equivalent in NZ | |