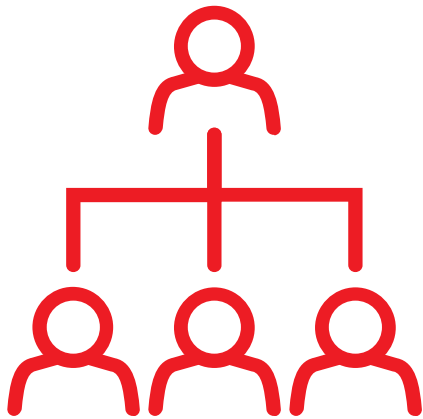


Due to our obligations under the Anti-Money Laundering and Countering Financing of Terrorism Act (AML/CFT Act), we are required to undertake identity verification for all directors, shareholders with over 25% of shares, as well as anyone else who has ownership or control. We must also conduct additional verification on the company itself.

In order for us to accept your instructions we require the identity requirements to be completed as well as the below.



What we need from you

- ▶ Full name of company
- ▶ Identity verification (see page 2)
- ▶ Contact details for all directors, shareholders with over 25% of shares, as well as anyone else who has ownership or control
- ▶ Confirmation that there are no *nominee relationships / details of nominee relationships

**Nominee relationship - A nominee is an individual or entity who is acting on behalf of another person (the true owner). The nominee is listed as a Director or Shareholder, however has no control or beneficial ownership of the company, and is only acting on instruction of the true owner.*



What we will do

- ▶ Download company extract from companies office
- ▶ Download company constitution (if available)
- ▶ Contact the other directors/shareholders to initiate identity verification



Related entities will also require verification

If there are other entities that hold over 25% of shares they will also require verification.

If one of those entities is a Trust, further information will be required.



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 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
- OR**
- ▶ New Zealand Drivers License with manual electronic verification (we will complete this on your behalf)

In some instances we will also require 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:

- | | |
|---|---|
| ▶ 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 | |