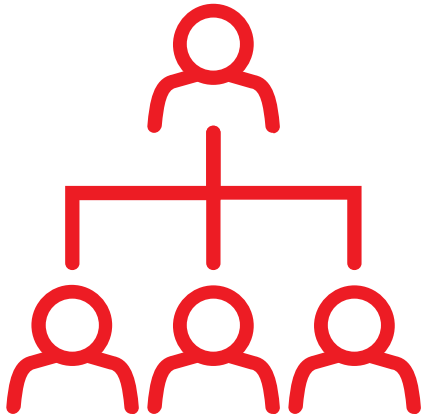


Due to our obligations under the Anti-Money Laundering and Countering Financing of Terrorism Act (AML/CFT Act), we are required to undertake identity verification for all Trustees, Settlers, Appointors and Protectors. We must also conduct additional verification on the Trust itself.

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 the Trust
- ▶ Identity verification (see page 2)
- ▶ Contact details for all Trustees, Settlers, Appointors and Protectors - we will then contact to initiate identity verification
- ▶ Trust Deed and any variations
- ▶ Proof of address for the trust
- ▶ Documents verifying the trusts source of wealth/funds (see below)



## Source of Wealth/Funds examples

- ▶ Letter from Chartered Accountant
- ▶ Financial Statements
- ▶ Sale & Purchase Agreements
- ▶ Loan agreements
- ▶ Payslips for settlors
- ▶ Copy of Will (for inheritance)



## Related entities will also require verification

If there are other entities are involved (including corporate trustee companies), they will also require verification.



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 |   |