

**AML / CDD DOCUMENTARY
IDENTIFICATION REQUIREMENTS**

Identification Option 1	Identification Option 2	Identification Option 3
<p>One of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> NZ Passport <input type="checkbox"/> NZ Certificate of identity <input type="checkbox"/> NZ Firearms Licence <input type="checkbox"/> Overseas Passport <input type="checkbox"/> Emergency travel document <input type="checkbox"/> Foreign- issued national identity document <input type="checkbox"/> NZ Refugee travel document <p>ALL DOCUMENTS MUST BE CURRENT</p>	<ul style="list-style-type: none"> <input type="checkbox"/> NZ Driver Licence <p>and one of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A credit card, debit or EFTPOS card issued by a registered NZ bank (name and signature must be on the card) <input type="checkbox"/> A bank account statement issued by a registered NZ bank addressed to the Relevant Person from the last 12 months <input type="checkbox"/> A document issued by a NZ government agency containing the Relevant Person's name and signature (e.g. a SuperGold card) <input type="checkbox"/> An IRD statement or other NZ government agency statement addressed to the Relevant Person from the last 12 months 	<p>One of the following forms of ID:</p> <ul style="list-style-type: none"> <input type="checkbox"/> NZ Driver Licence <input type="checkbox"/> Kiwi Access Card (formerly an 18+ card) <input type="checkbox"/> A valid international driving permit <p>and one of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> NZ full Birth Certificate <input type="checkbox"/> Certificate of NZ Citizenship <input type="checkbox"/> Citizenship Certificate issued by a foreign government <input type="checkbox"/> Birth Certificate issued by a foreign government

Address Verification Requirement

In addition to the above, each Relevant (Controlling) Person must supply a copy of one form of address verification documentation from the following list which cannot be more than 12 months old.

- Utility bill (power, water, telephone, gas, sky or internet service provider)
- IRD Tax assessment notice (New Zealand)
- Credit card/bank statements from an active account
- Government valuation of real properties (evidencing ownership) or rates notice
- Tenancy Agreement for a New Zealand address

The Law requires us to have these documents before, or as soon as possible, following commencement of work for you. You can bring these into our reception. We will copy these and certify or verify them at our offices while you wait.

Each individual will need to bring in their own identification so we can confirm that your photo is a true likeness of you.

If documentation is to be certified outside of our offices, then the following are acceptable referees. The certified copies can be scanned and emailed to us, however the originals must follow in the post.

Who is a Trusted Referee?

When supplying certified identification documents, the trusted referee **must** be at least 16 years of age and one of the following:

- Commonwealth representative (as defined in the Oaths and Declarations Act 1957)
- An employee of the Police who holds the office of constable
- Justice of the peace
- Registered medical doctor
- Kaumatua
- Registered teacher
- Minister of religion
- Lawyer
- Notary Public
- New Zealand Honorary consul
- Member of Parliament
- Chartered Accountant
- A person who has the legal authority to take statutory declarations of the equivalent in New Zealand

In addition, the trusted referee **must not be**:

- Related to the individual; for example, a trusted referee cannot be a parent, child, brother, sister, aunt, uncle or cousin of the individual
- The spouse or partner of the individual
- A person who lives at the same address as the individual
- A person involved in the transaction or business requiring certification

The trusted referee must sight the original documentation, and make a statement on the copy to the effect that the documents provided are a true copy and correctly represent the identity of the Individual.

The certification by the trusted referee must include the name, occupation, signature of the trusted referee and the date of certification.

Certification must have been carried out in the three months preceding the presentation of the copied document, to us.

CERTIFICATION EXAMPLES:

<u>Proof of Address:</u>	<u>Proof of ID:</u>
I certify that this is a true copy of the original document which I have sighted	I certify that this is a true copy of the original document which I have sighted and it represents a true likeness of the individual
Signature: _____	Signature: _____
Full name: _____	Full name: _____
Occupation: _____	Occupation: _____
Date: _____	Date: _____