

Anti-Money Laundering and Terrorist Financing Compliance

Our firm is a reporting entity under this law.

The law now requires that we identify our clients, using similar processes to those that a bank applies when you open a bank account. This is called Customer Due Diligence ("CDD"). Documents that we will need will include photo identification and proof of address. A list of acceptable documents is included below.

This CDD process is required for all family members that we may act for – example, your spouse/partner.

We are also obliged in some circumstances to do Enhanced Customer Due Diligence ("EDD") where a trust is involved, or where you have a close connection to someone in a politically important position offshore. As well as the CDD requirements we are required to seek explanations from you about the source of funds and who the underlying owners are and perform CDD on them. For example, in a family trust, we are obliged to get CDD for the Trust Settlor, and for all named beneficiaries.

If we are to work together in future, we have to follow our legal obligations, and we can't start to work for you until this CDD / EDD process is completed. You can speed things up by having the documents available for collection when we meet.

Acceptable Identification Documents

Please note: all documents must be current and valid.

Copies must be certified by a NZ Lawyer, NZ Chartered Accountant, NZ Justice of the Peace or a Notary Public

- New Zealand Passport, or Firearms Licence or Overseas Passport; OR
- NZ Drivers' licence and one of the following:
 - NZ defence or Police photo ID,
 - NZ Community Services Card,
 - NZ SuperGold Card,
 - NZ Credit Card, debit card or EFTPOS card embossed
 - or bank statement of registered bank; OR
- Birth certificate or citizenship certificate AND a NZ driver licence, NZ defence photo ID, Police photo ID or international driving permit;

PLUS

Acceptable Verification of Address

Please note: all must be dated within 3 months, cannot accept online statements or PDF of a bill and PO Boxes will not be accepted)

One proof of address being one of the following:

- Utilities Bill or Rates Bill;
- Electoral roll paper;
- Bank account statement;
- Non-bank NZ financial institution statement;
- Insurance policy document;
- Local Council notification/demand; OR
- Inland Revenue tax notice/certificate.

And (if applicable)

Acceptable Wealth Verification (To be provided upon request)

Please note: In certain circumstances we may require copies of the documentation below to enable us to determine the source of your wealth.

Types of documents which can be used for wealth verification:

- Government-issued or registered documents;
- Full bank and other investment statements;
- Full payslip or wage slip or other documents confirming salary;
- Inheritance (stamped grant of probate, stamped grant of letters of administration);
- Audited financial accounts from a chartered accountant;
- A copy of a Will; AND/OR
- Sale and purchase agreements.