

AML-CFT LEGISLATION

(Anti-Money Laundering – Countering Financing of Terrorism Act 2009)

In order to comply with the new legislation we must identify all clients and store copies of Photo ID and Proof of Address. We require the following before we can open a file:

Either

- ☐ Current Passport, or
- ☐ Firearms Licence

Or

- ☐ Drivers Licence, or
- ☐ 18+ Card or Kiwi Access
- ☐ Expired Passport

And one of the following:

- ☐ Birth Certificate
- ☐ Bank Card/Credit Card (embossed name)
- ☐ Government Issued Card (eg. SuperGold)
- ☐ Bank Statement (no less than 12 months old)
- ☐ IRD Statement (no less than 12 months old)
- ☐ Student ID (NZ Institution with photo)
- ☐ Citizenship Certificate

Proof of Address

- ☐ See list of accepted Proof of Address on reverse of this form

If not presented in our office personally documents must be certified by a trusted referee, a trusted referee can be any of the following:

Justice of the Peace
Solicitor
Chartered Accountant
Police Officer
Registered Teacher
Registered Doctor
Notary Public

Trusts and Companies

We require the above Photo ID and Proof of Address for all Trustees/Directors, we also require a copy of the Trust Deed and most recent Financial Statements.

Appendix B – Acceptable Address Verification

The following documents are acceptable for individuals:

- Utility bill
- Rates bill
- Bank account statement or Bank confirmation letter; must be issued by registered bank in NZ or low risk jurisdiction.
- Insurance policy document
- Car registration notification/demand
- IRD tax notice/certificate
- Non-bank financial institution statement (excludes financial advisers, mortgage brokers, money remitters etc.)
- Sale's Notice, provided the LTTS confirms 'main home transfer' (question 3B)
- Electronic yellow pages (staff member to check and verify address)
- Electronic white pages (staff member to check and verify address)
- An approved third-party electronic identity verification provider
- Rental tenancy agreement
- A letter from their current employer
- Companies Office records for existing clients only if considered reliable (i.e., confirms an address already held in your system).
- Electoral roll papers
- Government, government department or government agency document
- Local Council notification or demand
- Court document
- NZQA register education provider. A letter from educational facility must be on their letterhead paper and signed by a principal.
- Minors - parent/ guardian verification that includes (a) matching a parent's name on the birth certificate to that parents address verification; or (b) a letter (or in person) from a parent/ guardian and parent/ guardian address verification.