

## Identification Verification

### **NAME AND DATE OF BIRTH**

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We are required under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 to obtain suitable forms of ID as well as documentation confirming residential address. To verify beneficial owner's name and date of birth, the following is required. These may be provided to us either face to face or by uploading copies of documents that are certified by a trusted referee (see below for certification requirements):

1. One form of the following primary photographic identification:
  - a. New Zealand passport
  - b. New Zealand certificate of identity issued under the **Passports Act 1992**
  - c. New Zealand certificate of identity issued under the **Immigration New Zealand Operational Manual** that is published under section 25 of the **Immigration Act 2009**
  - d. New Zealand refugee travel document issued under the **Passports Act 1992**
  - e. emergency travel document issued under the **Passports Act 1992**
  - f. New Zealand firearms licence
  - g. overseas passport or a similar document issued for the purpose of international travel which:
    - i. contains the name, date of birth, a photograph and the signature of the person in whose name the document is issued; and
    - ii. is issued by a foreign government, the United Nations or an agency of the United Nations.
  - h. a national identity card issued for the purpose of identification, that:
    - i. contains the name, date of birth and a photograph of the person in whose name the document is issued and their signature or other biometric measure included where relevant; and
    - ii. is issued by a foreign government, the United Nations or an agency of the United Nations.

OR

2. One form of the following primary non-photographic identification:

- a. New Zealand full birth certificate
- b. certificate of New Zealand citizenship issued under the Citizenship Act 1977
- c. a citizenship certificate issued by a foreign government
- d. a birth certificate issued by a foreign government, the United Nations or an agency of the United Nations

in combination with a secondary or supporting form of photographic identification, for example:

- a. New Zealand driver licence
- b. 18+ Card
- c. valid and current international driving permit as defined in rule 88(1)(b) of the Land Transport (Driver Licensing) Rule 1999 and a licence from another country with a translation.

OR

3. The New Zealand driver licence and, in addition, one of the following:
  - a. confirmation that the information presented on the driver licence is consistent with records held in the National Register of driver licences
  - b. confirmation that the identity information presented on the New Zealand driver licence is consistent with the records held by a reliable and independent source (for example the information that is recorded for the purposes of the Births, Deaths, Marriages, and Relationships Registration Act 1995, the Citizenship Act 1977, or the Passports Act 1992 by the Department of Internal Affairs)
  - c. a document issued by a registered bank that contains the person's name and signature, for example a credit card, debit card or eftpos card
  - d. a bank statement issued by a registered bank to the person in the 12 months immediately preceding the date of the application
  - e. a document issued by a government agency that contains the person's name and signature, for example a SuperGold Card as defined in the Social Security (SuperGold Card) Regulations 2007
  - f. a statement issued by a government agency to the person in the 12 months immediately preceding the date of the application, for example a statement from the Inland Revenue Department.

## Identification Verification

### **ADDRESS**

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In order to verify the beneficial owners address, a document evidencing their residential address (such as a utility bill) is required. The document must set out his or her name and current residential address and must be dated within the previous twelve months (P.O. Box numbers are not acceptable). These may be provided to us either face to face or by uploading the document provided that it is certified by a trusted referee (see below for certification requirements):

Examples of suitable documents include:

- power, water or home phone bill; or
- rates bill; or
- bank account statements issued by a registered bank; or
- tax or other government agency statements; or
- rental tenancy agreement

## Trusted Referees Certification

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In New Zealand a trusted referee must be at least 16 years of age and one of the following:

- a. Commonwealth representative (as defined in the [Oaths and Declarations Act 1957](#))
- b. Member of the police
- c. Justice of the peace
- d. Registered medical doctor
- e. Kaumātua (as verified through a reputable source)
- f. Registered teacher
- g. Minister of religion
- h. Lawyer (as defined in the [Lawyers and Conveyancers Act 2006](#))
- i. Notary public
- j. New Zealand Honorary consul
- k. Member of Parliament
- l. Chartered accountant (within the meaning of [section 19](#) of the New Zealand Institute of Chartered Accountants Act 1996)
- m. A person who has the legal authority to take statutory declarations or the equivalent in New Zealand

**A trusted referee must not be:**

- a. related to the customer; for example, a trusted referee cannot be their parent, child, brother, sister, aunt, uncle or cousin
- b. the spouse or partner of the customer
- c. a person who lives at the same address as the customer
- d. a person involved in the transaction or business requiring the certification.

The trusted referee must sight the original documentary identification and make a statement to the effect that the documents provided are a true copy and represent the identity of the named individual (link to the presenter).

Certification must include the name, signature, and the date of certification. The trusted referee must specify their capacity to act as a trusted referee from the section above.

Certification must have been carried out **in the three months preceding the presentation** of the copied documents.