



Quick Reference Guide: Identifying Clients

To help ensure you have a seamless experience with us, we now need to collect some extra information from you to ensure we fully identify your identity and address.

We do this to help keep you secure and to comply with the Anti-Money Laundering and Countering Financing of Terrorism Act 2009.

It is essential that Covisory Trust Services Ltd complies with the Act. Sometimes this may mean that we will not be able to provide Trust or Consulting Services until all of the necessary information is provided.

What we will need you to provide us:

1. Proof of identification as set out below; and
2. Proof of address.

We require original documents or certified copies as outlined.

Any identification you choose to present must be current and valid.

At least one form of your identification documents must contain your photo. In some instances, two identification documents may be required.

Ways to prove your identity

Providing one of these:

- New Zealand passport
- New Zealand certificate of identity
- New Zealand firearms licence
- New Zealand refugee travel document
- Overseas passport containing your name, date of birth, photo and signature; or

Providing either of these:

- New Zealand full birth certificate
- New Zealand citizenship certificate.

With one of these:

- New Zealand drivers licence
- New Zealand 18+ Card
- New Zealand student photo ID
- New Zealand Defence Force photo ID
- New Zealand Police photo ID
- New Zealand SuperGold Card with photo ID.

Providing a New Zealand drivers licence:

With one of these:

- Bank statement (within the last 12 months)
- Government agency statement (e.g. IRD – within the last 12 months)
- Credit card (name embossed and issued by a registered bank)

- Debit card (name embossed and issued by a registered bank)
- Eftpos card (name embossed and issued by a registered bank).

If you have any questions about the identification options, please talk to us for further information.

Ways to prove your address

You will need to provide to us one of the following documents that contain your residential address and at least your first name initial and surname (e.g. N Smith). This document must be less than 3 months old and either an original or certified copy.

- Bank statement
- Utility bill (gas, power or fixed phone line)
- Home or contents insurance renewal/reminder/confirmation/policy
- Unexpired Tenancy agreement
- Rates or government valuation notice on property
- Official IRD or WINZ document containing a unique reference (such as IRD number or Client File Number) (excludes appointment letters)
- Companies website listing.

Certified copies

A certified copy must have been witnessed by a recognised 'certified signatory' in the last 3 months. A written statement on the document itself is required such as:

- Photographic document:
'I certify that this is a true likeness of the individual'
- Non-Photographic document:
'I certify that this is a true copy of the original'.

Along with this statement they will need to write their name, capacity to certify, signature and the date of signing.

Choose from any of the following certified signatories:

- Justice of the Peace
- Chartered Accountant

- Notary Public
- Lawyer
- Commonwealth Representative
- Court Registrar/Deputy
- New Zealand Honorary Council
- Member of Parliament.

Your certified signatory may not be related to, live with you, or be involved in the transaction or business requiring the certification. If you are uncertain about what is acceptable, please call us on +64 9 307 1777.

Is there anything else I may need?

We may need to ask for more information before commencing work for you (such as details of your source of funds or wealth). In addition, if you are a foreign tax resident in any country or countries other than New Zealand – please provide us with your foreign tax identification number(s).

The information provided in this quick reference guide is subject to changes to government policy and law, and changes to the Anti-Money Laundering and Countering Financing of Terrorism Act from time to time.