

KYC Checklist for New Zealand Trusts

Section 1: Settlor

The following documents have been supplied for each Settlor:

		Received (✓ or x)	Notes
A	Certified copy of passport/other Government issued identification document		
B	Verification of the full residential address of the Settlor, i.e. certified utility bill verifying the address		
C	Settlor's source of wealth declaration		

Section 2: Trustees

1. Corporate Trustee

The following documents have been supplied for each Trustee:

		Received (✓ or x)	Notes
A	If the Trustee is not a natural person then certified copies of the Incorporation documents for that entity are to be supplied.		
	For all Directors of the Corporate Trustee		
A1	Certified copy of Directors passport showing full name and date of birth		
A2	Verification of the full residential address of the Director, i.e. certified utility bill verifying the address		

2. Individual Trustee

The following documents have been supplied for each Trustee:

		Received (✓ or x)	Notes
A	Certified copy of passport/other Government issued identification document		
B	Verification of the full residential address of the Trustee, i.e. certified utility bill verifying the address		

Section 3: Beneficiaries

PART A - Note: The Documents are only required for a Beneficiary if the Trust is a fixed trust and has less than 10 beneficiaries.

		Yes	No
A	Is the Trust a Fixed Trust?	Please proceed to PART B in section 3	Please proceed to PART C in section 3
B	Does the Trust have less than 10 beneficiaries?	Please proceed to PART B in section 3	Please proceed to PART C in section 3

PART B - The following documents have been supplied for each Beneficiary:

		Received (✓ or x)	Notes
A	If the Beneficiary is not a natural person then certified copies of the Incorporation documents for that entity are to be supplied.		
B	If the Beneficiary is a natural person then a certified copy of passport/other Government issued identification document is to be supplied.		
C	If the Trust is a discretionary trust or has more than 10 beneficiaries, then describe each class of beneficiary or for a charitable trust the objects of the trust.		

Section 4: Protector

The following documents have been supplied for each Protector:

		Received (✓ or x)	Notes
A	If the Protector is not a natural person then certified copies of the Incorporation documents for that entity are to be supplied.		
B	If the Protector is a natural person then a certified copy of passport/other Government issued identification document is to be supplied.		

Note: All documents supplied must be less than three months old to be accepted.