

Individual Identification Requirements

Why do we need your ID?

Recent changes to the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 ("**AML/CFT law**") mean that, from 1 July 2018, lawyers must comply with its requirements. Lawyers must do a number of things to help combat money laundering and terrorist financing, and to help Police bring the criminals who do it to justice. The AML/CFT law does this because the services law firms and other professionals offer may be attractive to those involved in criminal activity.

The law says that law firms and other professionals must assess the risk they may face from the actions of money launderers and people who finance terrorism and must identify potentially suspicious activity.

To make that assessment, lawyers must obtain and verify information from prospective and existing clients about a range of things.

What ID should you provide?

We require at least one form of ID, your IRD number, as well as a document that confirms your current residential address.

What forms of ID are acceptable?

Your ID should be current and original and at least one of your forms of ID needs to contain a photo. In some instances, we may require to see two ID documents. Choose from one of the following:

Any one of the following documents:	New Zealand Drivers Licence with any one of these:	OR one of these
- Passport (NZ or overseas) - New Zealand Firearms Licence - Certificate of Identity <i>(Must either be issued by NZ Immigration Service or Department of Internal Affairs New Zealand containing a photo of the holder)</i> - Refugee Travel Document <i>(Must either be issued by NZ Immigration Service or Department of Internal Affairs New Zealand containing a photo of the holder)</i>	- SuperGold Card; - Credit card – with name embossed; - Debit card – with name embossed Note: Name and signature must be on the card provided. Both sides of card must be copied and provided.	- New Zealand full birth certificate - Overseas full birth certificate - Certificate of New Zealand citizenship - Overseas citizenship certificate AND - New Zealand Drivers Licence - Overseas Drivers Licence (with photo) 18+ Card - Student ID (NZ Institutions only) - New Zealand Armed Forces ID - New Zealand Police ID

		▪ SuperGold Card (with photo)
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What forms of address verification are acceptable?

A copy of one form of address verification documentation must be supplied from the following list and must not be more than three months old.

Utility statements ▪ This must be a statement for utility service at a fixed location that has been posted to the customer ▪ Fixed Services include gas, electricity, home internet, phone lines and Sky ▪ Fixed Services do not include mobile phones
Government agency correspondence – IRD tax assessment notice (NZ) ▪ This must be a statement, letter or invoice that has been posted to the customer from a government agency
Local authority rates or water bills ▪ This must be a statement for rates or water that has been posted to the customer
Credit card/bank statements from an active account ▪ This must be a statement or correspondence from a bank that has been posted to the customer ▪ Bank correspondence must confirm a business relationship exists between the bank and the customer
Government valuation of properties (evidencing ownership)
Electoral Commission correspondence ▪ This must be a letter that has been posted to the customer
Superannuation Scheme correspondence ▪ This must be either a statement or general correspondence received at the customers address that confirms the customer holds a superannuation / Kiwisaver scheme and is dated within the last 3 months ▪ The superannuation / Kiwisaver scheme must be regulated by the Financial Markets Authority (FMA)
Insurance Policy ▪ This must be a current insurance policy that has been posted to the customer