Anti-Money Laundering and Countering the Financing of Terrorism Act 2009

NEW ZEALAND TRUSTEE SERVICES

How does this affect you?

As part of these requirements, New Zealand Trustee Services is required to formally identify new and existing customers by sighting/holding certified copies of your verification of identity, current residential address and source of assets.

What does this mean for you?

If you are a new customer to New Zealand Trustee Services Limited, or if there are changes to your name and or address, as part of the process to establish & maintain a compliant trust, we will require proof of identification, your physical residential address and source of funds for all assets being bought into the trust.

Ways to verify

We use a service called AplyID, which is AML software that verifies documents using Biometrics. This is a quick and easy way by sending a text message to your phone, you then take a photo of you and your ID (NZ or Australian Driving licence or Passport) and the system uses this information to verify who you are. No information is retained by them, so you can be confident your information is safe.

Alternatively, you can choose to bring into our offices a copy of any of the ID and proof of address documents which we can then verify or, you can bring copies that have been certified by a trusted referee, which may include: If you are bringing in a copy of any of these documents, then the copies must be certified by a trusted referee, which may include:

- Justice of the peace ;
- Registered medical doctor ;
- Lawyer (as defined in the Lawyers and Conveyancers Act 2006);
- Notary public ;
- Chartered accountant (within the meaning of section 19 of the New Zealand Institute of Chartered Accountants Act 1996).

Please note, if the documents are to be verified/certified externally, they must be completed within 12 months of the request.

Identity Verification:

A passport (New Zealand or overseas) or; A New Zealand Drivers licence **and** one other form of identification – these can include

- 18+ Card
- New Zealand Firearms Licence
- National Identity Card
- Credit Card (name embossed)
- NZ Police ID
- NZ Armed Forces ID
- Certificate of NZ citizenship
- Overseas birth certificate
- New Zealand birth certificate
- Government Agency statement





Address Verification:



Individuals need to supply proof of their current physical residential address.

This can be by way of any of the below issued within the last 3 months:

- Bank statement
- Government agency statement
- Utility bill
- Local authority rates bill
- Insurance policy

Source of Assets/Wealth

As part of the worldwide initiative to deter people from transferring assets gained by illicit means to trusts, proof of ownership and source of funds is required.

We strongly adhere to this initiative, as such; we will also require information on source of assets that are going to be transferred into the trust. This can include:

- Personal savings – Bank statements;
- Borrowings/personal loans – copies of loan documentation;
- Inheritance – confirmation for executor/ solicitor;
- Insurance – confirmation from insurance company;
- Sales and purchase agreements;
- Investment portfolio valuations from financial adviser or custodian on their letter head;
- Solicitor/Accountant trust account details;
- Computer share print out – (directly held shares/bonds);
- Share broker statement on their letter head;
- Mortgage documents.

Existing clients

For existing clients who have not been subject to the new identification process to the level required by the Act, we will at review time, require you to provide documents as stated above. Please do note, the documents required will need to be provided before a new transaction takes place.

Please do not be offended by our requests, this is required by law

If you would like any further information concerning your own personal circumstances please contact us directly on: **0800 698 787** or email **info@nztrustees.co.nz**