

To assist with setting up a new banking relationship or opening a new account for an Organisation, we're required by Law* to collect information about the Organisation and details of key persons responsible and associated.

Personal Details are required for all persons acting for and on behalf of the Organisation including any person authorised to commit the Organisation to this application (e.g. Director, Trustee, Partner). Persons who ultimately own (over 25% ownership) or have effective control of the Organisation (Beneficial Owners/Controlling Persons or Senior Management Role).

TRUST

1. Trust Deed and any subsequent amendments and deeds of appointments.
 - a) Address verification also required for the Trust itself.
 - b) Verification of "source of funds, source of wealth"
2. Identification and address verification requirements for **individuals** associated to this entity (see overleaf)
 - a) Each Trustee
 - b) The Settlor (Settlor can be excluded if they have no powers in the Trust and are not a Trustee or Beneficiary)
 - c) Other person(s) who will operate the account.

NZ REGISTERED COMPANY

1.
 - a) Certificate of Incorporation, Company Extract (available from NZ Companies Office)
 - b) Address verification is also required for the Company itself
 - c) Declaration of "source of funds, source of wealth"
2. Identification and address verification requirements for **individuals** associated to this entity (see overleaf)
 - a) All Directors
 - b) Any shareholders with a shareholding of more than 25%
 - c) Other person(s) who will operate the account.

CLUBS/SOCIETIES

1.
 - a) Constitutional document, rules for the Organisations and/or minutes recording persons authorised to act on behalf of the Organisation
 - b) Address verification is also required for the Organisation itself
 - c) Declaration of "source of funds, source of wealth"
2. Identification and address verification requirements for **individuals** associated to this entity (see overleaf)
 - a) President, Secretary, Treasurer, current committee or management team
 - b) Other person(s) who will operate this account.

PARTNERSHIPS

1.
 - a) Partnership Agreement/Financial Accounts
 - b) Address verification is also required for the Partnership itself
 - c) Declaration of "source of funds, source of wealth"
2. Identification and address verification requirements for **individuals** associated to this entity (see overleaf)
 - a) Each Partner
 - b) Other person(s) who will operate the account.

Depending on the complexity of your business, trust, organisation we may require further information.

*Anti-Money Laundering and Countering Financing of Terrorism Act 2009.

Identification & Address Verification Individuals

To assist with setting up a new banking relationship or opening a new account for you, we're required by Law* to collect information from you which includes proof of your identity and verification of your residential address.

Your ID should be current and original (or a certified copy - see below)

ANY ONE OF (STANDALONE)

- ✓ New Zealand Passport
- ✓ New Zealand Firearms licence
- ✓ Overseas Passport
- ✓ New Zealand Certificate of Identity

OR

NEW ZEALAND DRIVER LICENCE

WITH ONE OF

- ✓ Supergold Card
- ✓ Non NBS Debit/EFTPOS or Credit card issued by a NZ Registered Bank (with embossed name)
- ✓ NZ Community Services Card
- ✓ NZ Bank Statement issued within the last 12 months (excludes NBS issued)

OR

ONE OF

- ✓ New Zealand Driver licence
 - ✓ Kiwi Access or HANZ 18+ card
 - ✓ Supergold Card with photo
 - ✓ NZ Student photo ID
 - ✓ Valid and current international driving permit/licence
- #### WITH ONE OF
- ✓ Birth Certificate (NZ or overseas)
 - ✓ Certificate of Citizenship (NZ or overseas)

PROOF OF RESIDENTIAL ADDRESS

Please choose from one of the acceptable forms of address verification below.

All forms must reference your name and current residential address, be a complete document & be issued within the last 12 months.

- Utility bill (power, fixed phone line, gas) (excludes Sky bill)
- Residential tenancy agreement
- Other Bank or Non-Bank NZ Financial institution account statement or correspondence (excludes NBS issued)
- Court document
- Insurance Policy (dwelling)
- Vehicle Registration issued by NZTA
- Companies Office records (If Annual Return filed within 12 months)
- Rates bill
- Electronic White Pages
- Government issued document (e.g. WINZ, IRD)
- Rest/Retirement Home statement or correspondence
- Sales and Purchase Agreement

CERTIFICATION OF DOCUMENTS

All identification and address verification documents must be sighted and certified by NBS Staff or one of the following approved persons:

- Justice of the Peace
- Notary Public
- NZ Police employee
- NZ Chartered Accountant
- NZ Lawyer/Solicitor

Certification Standards:

- The person authorised to certify the documents 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 (true likeness where photo ID is used).
- The person certifying the documents must be 16 years old or older and cannot be related to you, your spouse or partner or a person who lives at the same address as you and must not be a party to the account or transaction.
- Certification must include their printed name, occupation, signature and date of certification. Where possible the document should be stamped or sealed noting the authority of that person (i.e. Justice of the Peace stamp, Police stamp)
- Certification must be signed and dated by the certifier within 3-months prior to presentation of the copied documents to NBS.
- NBS staff reserve the right to contact the certifier to confirm that certification took place.
- Copies of identification provided by a client residing overseas must be certified by a person who by law in that country can take statutory declarations or equivalent. Refer to NBS for further guidance.

*Anti-Money Laundering and Countering Financing of Terrorism Act 2009.