

Guide to Identity Documents: Companies, Incorporated Societies, Incorporated Charitable Trusts, Partnerships, or Unincorporated Associations

This guide has been prepared to help you fill in our Client Information Schedule. If you have any questions regarding identity verification, please talk to your Investment Adviser on 0800 367 227

What do we need as proof of identity?

If you are a **Company, Incorporated Society, Incorporated Charitable Trust, or Authorised Company**, we need to see **ALL** these documents:

- A Certificate of Incorporation (**original certified copy** if incorporated outside New Zealand)
- Confirmation of Directors from an **official/independent source (original certified copy** if incorporated outside New Zealand)
- Confirmation of ownership structure from an **official/independent source (original certified copy** if incorporated outside New Zealand)

If you are a **Partnership** or an **Unincorporated Association**, we need to see an **original certified copy** of the relevant pages of your Partnership Deed/Agreement which must show:

- the name of your Partnership/Unincorporated Association;
- the names of the Partners/Officers;
- the names of other people who can act on behalf of your Partnership/Unincorporated Association

What else is required?

We are also required to verify the identity and address of each Director, Partner, Officer, Beneficial Owner and Authorised Person involved with the organisation. These requirements are outlined on the reverse of this document.

What do you need to provide to set up a direct debit or direct credit to your Forsyth Barr account?

We require **original** bank account documentation in the organisation's name, for example:

- a bank encoded deposit slip with pre-printed details of bank account name and number
- a cheque
- a bank statement
- a verification letter or other document of confirmation provided by the entity's bank

* *Firearms Licence: If you provide us with a certified copy of a Firearms Licence, please also provide a certified copy of a NZ Driver Licence or card issued by a registered bank showing your name and signature in order for us to verify your signature on your Client Agreement.*

WHAT IS 'AN ORIGINAL CERTIFIED COPY' OF A DOCUMENT?

An 'original certified copy' of a document is one where a trusted referee has viewed the original document and compared it with a scanned or photocopied version. The trusted referee provides a written

statement on the copy to the effect that the copy provided is a true and correct copy and represents your identity. The trusted referee's written statement must include their name, occupation, and

signature and the date of confirmation. Please note: This confirmation is only valid for three months.

WHO IS A 'TRUSTED REFEREE'?

He or she is someone who:

- is at least 16 years old
- is not your spouse or partner
- is not related to you
- does not live at the same address as you
- is not involved in the business or transaction requiring the certification e.g. Partners, officers, directors or beneficial owners.

They must be a:

- Commonwealth representative
- New Zealand Police Constable
- Justice of the Peace
- Registered Medical Doctor
- Registered Teacher
- Minister of Religion
- Lawyer
- Notary Public
- New Zealand Honorary Consul
- Member of Parliament
- Chartered Accountant
- Kaumatua

WHAT ARE SOME EXAMPLES OF AN 'OFFICIAL/INDEPENDENT SOURCE'?

- Lawyer
- Accountant
- Company Registry
- Financial Accounts

Please turn over

Guide to Identity Documents for: Directors, Partners, Officers, Beneficial Owners and Authorised Persons

What do we need as proof of identity?

You need to provide the **original** for verification, or an **original certified copy** of a document that has your **full name, date of birth, signature, and photograph** on it, such as:

- A current Passport
- A foreign National Identity Card
- A current New Zealand Firearms Licence*

If you can't provide any of those forms of identification, you need to provide the **original** for verification or **original certified copies** of your current **New Zealand Driver's Licence** (showing both sides of the Licence).

plus **ONE** of these documents:

- Your Birth Certificate or Citizenship Certificate
- A Government agency document with your full name and signature (e.g. SuperGold Card)
- A Government agency statement dated within the last 12 months (e.g. IRD statement)
- A document issued by a registered bank showing your name and signature (e.g. credit/debit card, eftpos card)
- A bank statement dated within the last 12 months issued by a registered bank (delivered by mail, not via internet banking)

Who is a Beneficial Owner?

- An individual who owns more than 25% of an entity
- An individual who has effective control of an entity, for example, those in senior management positions and/or those with the ability to dismiss those in senior management positions.

What do we need as proof of residential address?

We need a copy of **ONE** of these documents, dated **within the last 12 months** and addressed to you:

- | | |
|----------------------------|--|
| • Utility or Rates bill | • Bank statement |
| • Telephone bill | • Government Agency statement (e.g. IRD Statement) |
| • Insurance policy | • Electoral Roll entry |
| • Share registry statement | • Online White Pages statement |
| • Credit Card statement | |

If you have already supplied a Bank statement or Government Agency statement as proof of identity, you don't need to supply it again.

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