

Identification requirements for COMPANIES

Certified Documents

The certifier must view the original document and compare it with a scanned or photocopied version, and provide a written statement that **'the documents provided are a true copy and represent the identity of the named individual'**.

The certifier's statement must include their name, occupation, signature and the date of certification. **This certification is only valid for three months.**

The certifier:

- must be at least 16 years old
- cannot be your spouse or partner
- cannot be related to you
- cannot live at the same address as you
- cannot be involved in the transaction or business requiring the certification

They must be a:

- New Zealand Police Constable
- Justice of the Peace
- Lawyer
- Notary Public
- NZ Chartered Accountant
- Member of Parliament

Note that we can verify documents for you if you bring in the originals.

Identity Verification

Client identity verification documents held by Goldman Legal must always be current, hence you may be asked to update your identity verification documents from time to time. Goldman Legal may request to sight the original of any identity verification document that has been copied and used by you for identity verification purposes.

Photo ID

Photo ID provided must be of a quality to enable the person's identity to be verified.

Who is a beneficial owner?

• Any beneficiary (shareholder) that has a vested interest of more than 25% in the Company.

• Any individual(s) who is able to act on the Company's behalf (i.e. make decisions)

To comply with our obligations under the Anti Money Laundering and Countering Financing of Terrorism Act (AML/CFT Act) we are required to collect information on the identity and address of our clients, including any Director, Beneficial Owner / Shareholder, or Authorised Person.

In order for us to accept your instructions please provide the following supporting documentation.

FOR A COMPANY

Please provide a copy of the following documents to verify the company structure, ownership structure and business of the company:

- Certificate of Incorporation
- Company Extract confirming details of Directors and Shareholders
- Verification of information on an appropriate register in the country of establishment

SOURCE OF WEALTH AND/OR FUNDS

You are required to provide documentation to verify the source of wealth and/or funds for the Company. Please provide a copy of one of the following:

- Inheritance verified by providing copy of your will,
- Business income verified by providing financial statements and tax returns
- Bank statements showing regular income
- Investment statements showing income generated from investments
- Evidence of sale proceeds
- Loan agreements from a financial institution

In addition to the above, please provide:

- A letter from your Accountant or Solicitor outlining how the Company acquired its wealth and/or funds. The letter must include an explanation of the relationship the entity has with the Accountant or Solicitor and how long the Accountant or Solicitor has acted for the entity.

PROOF OF IDENTIFICATION

Identification requirements for each **Director, Beneficial Owner (being a Shareholder >25%), and Authorised Person** involved with this matter are outlined on the reverse of this document.

It is in your best interests to provide correctly completed and certified / verified documents to ensure we are able to attend to your matter at the earliest possible time.

Please do not hesitate to contact us if you have any queries

Identification requirements for Directors, Beneficial Owners (Shareholders >25%), and Authorised Persons

Certified Documents

The certifier must view the original document and compare it with a scanned or photocopied version, and provide a written statement that **'the documents provided are a true copy and represent the identity of the named individual'**.

The certifier's statement must include their name, occupation, signature and the date of certification. **This certification is only valid for three months.**

The certifier:

- must be at least 16 years old
- cannot be your spouse or partner
- cannot be related to you
- cannot live at the same address as you
- cannot be involved in the transaction or business requiring the certification

They must be a:

- New Zealand Police Constable
- Justice of the Peace
- Lawyer
- Notary Public
- NZ Chartered Accountant
- Member of Parliament

Note that we can verify documents for you if you bring in the originals.

Identity Verification

Client identity verification documents held by Goldman Legal must always be current, hence you may be asked to update your identity verification documents from time to time. Goldman Legal may request to sight the original of any identity verification document that has been copied and used by you for identity verification purposes.

Photo ID

Photo ID provided must be of a quality to enable the person's identity to be verified.

Who is a beneficial owner?

• Any beneficiary (shareholder) that has a vested interest of more than 25% in the Company.

• Any individual(s) who is able to act on the Company's behalf (i.e. make decisions)

PROOF OF IDENTIFICATION

For each individual please provide the original for verification or an original certified copy of one of the following options:

Option 1

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

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.

Option 2

- Current NZ Drivers Licence **AND one of the following:**
- NZ Birth Certificate
- Certificate of NZ or Overseas Citizenship
- Credit / Debit card containing your name and signature
- Bank statement issued by a NZ bank in the last 12 months
- Statement issued to you by a Government agency in the last 12 months (e.g. IRD)
- SuperGold card

PROOF OF RESIDENTIAL ADDRESS

For each individual please provide the **original** for verification or a **certified copy** of one of the following:

- Utilities bill issued in the last 12 months
- Rates bill issued in the last 12 months
- Bank statement issued in the last 12 months
- Government Agency statement (e.g. IRD Statement) issued in the last 12 months

It is in your best interests to provide correctly completed and certified / verified documents to ensure we are able to attend to your matter at the earliest possible time.

Please do not hesitate to contact us if you have any queries