

Identification Requirements

Standard Due Diligence

Private Companies

How it works

By law¹, Govett Quilliam has to properly identify and collect information about its clients. We collect this in five steps.

Verification of Company



Verification of Director



Verification of Verifying Officers/Agents



Verification of Beneficial Owners



Verification of Politically Exposed Persons (PEPs)



Documents must be **originals or certified copies**. Please contact us for further information.

Documentation in a foreign language must be accompanied by an independent and certified English translation provided to you by a professional translator.

If your identification documents are issued by a country other than New Zealand, Australia, The United Kingdom, Canada, France, Germany or the United States of America, we may need to ask you for additional information about your income or assets.

Where the client is **unable to provide appropriate documentation** to verify their identity, at the discretion of the AML/CFT Officer, we will accept a statutory declaration confirming the client's identity from one of the following: Police Constable, Justice of the Peace, Registered Medical Doctor, Minister of Religion, Lawyer, Notary Public, Chartered Accountant. The declarant must confirm they have known the client for at least 2 years. The declarant will also be subject to verification of identity and address checks, as above.

1. Verification of Company

We will conduct a company search with the Companies Office to establish:

- Full name of company
- Full address of company's registered office
- Registered number of company
- Full names of all directors

We will also need to know the full address of company's principal place of business.

2. Verification of Director

We will need to verify the identity and residential address of **one** Director.

Verification of Identity – At least one form of identification must contain a photo. Please choose from one of the following three options:

	Primary Identification Document	Secondary Identification Document
Option 1	<p>One of the following:</p> <ul style="list-style-type: none"> • New Zealand Passport • New Zealand Certificate of Identity • New Zealand Refugee Travel Document • Emergency Travel Document • New Zealand Firearms Licence • Overseas Passport* • National Identity card* 	<ul style="list-style-type: none"> • Not required
Option 2	<p>One of the following:</p> <ul style="list-style-type: none"> • New Zealand Full Birth Certificate • Citizenship Certificate • Overseas Birth Certificate* 	<p>One of the following which must contain a photo:</p> <ul style="list-style-type: none"> • New Zealand Driver Licence • 18+ Card • International Driving Permit • New Zealand Armed Forces ID • New Zealand Police ID • SuperGold Card with name and signature • Student ID (from a New Zealand Institution)
Option 3	<ul style="list-style-type: none"> • New Zealand Driver Licence 	<p>One of the following:</p> <ul style="list-style-type: none"> • Credit Card, Debit Card or Eftpos Card with name and signature • SuperGold Card with name and signature • Bank statement issued in the last 12 months* • Government agency statement issued in the last 12 months

* There are further restrictions on these documents – please contact us for more information

Verification of Residential Address – Choose from one of the following two options:

	Acceptable Documents	Notes
Option A	<p>One of the following:</p> <ul style="list-style-type: none"> • Bank statements or correspondence • Government agency statement or correspondence • Registered KiwiSaver or superannuation scheme correspondence • IRD correspondence • Current insurance policy 	<p>These documents should be no more than 12 months old. They must show your current residential address. We can accept digital versions if the email from the issuing authority enclosing the documents is forwarded to us.</p>
Option B	<p>One of the following:</p> <ul style="list-style-type: none"> • Local authority rates or water bill • Utility bill (gas, power, fixed phone line, internet, SKYTV) • Correspondence from a New Zealand educational institution that reports 	<p>These documents should be no more than 3 months old. Digital copies of utility statements and insurance policies are acceptable, provided the statements show you are taking responsibility for a fixed (non-moveable) service or fixed asset</p>

¹The Anti-Money Laundering and Countering Financing of Terrorism Act 2009.

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Where law meets life.

	under the Ministry of Education in New Zealand	at the same address the statement would otherwise have
	• Tenancy or lease agreement signed by both the tenant(s) and landlord	been posted to.

3. Verification of Verifying Officers and Agents

We will need to verify the name(s) of the verifying officers and agents, their date of birth, title of position or role and a copy of the authorisation to act.

4. Verification of Beneficial Owners

We consider an ultimate beneficial owner to be any individual who is entitled (either directly or indirectly) to exercise 25% or more of the voting rights, including a power of veto, or who would be entitled on dissolution to 25% or more of the property of the company.

Where 25% or more of the ultimate beneficial ownership cannot be established, all those that hold the position of senior managing offices or equivalent will also be considered ultimate beneficial owners.

We will verify the ultimate beneficial owner(s) in the same way we verify a director (above).

5. Verification of Politically Exposed Persons (PEPs)

If any individual is identified as a foreign PEP, we will complete enhanced due diligence and take steps to verify the individual's identity and address, as well as their source of funds and source of wealth. Please contact us for further information.