

How it works

We are required by law¹ to verify the identity and address of both the Incorporated Society (“Society”) and key individuals associated with the Society. We collect information in three steps.

Step 1. Identification



Step 2. Address



Step 3. Other information



Step 1 - Identification

Society

New Zealand registered societies ²	Overseas registered societies
<ol style="list-style-type: none"> Certificate of Incorporation and Companies Office extract. Copy of the Society’s articles, rules or constitution. 	<ol style="list-style-type: none"> The equivalent of the Certificate of Incorporation and Companies Office extract from the country of registration. Copy of the Society’s articles, rules or constitution.

Key individuals

Examples of the key individuals we will need to identify are listed below:

- Officers of the Society

At least one form of identification needs to contain a photo. Choose from one of the following sets (sets two and three require one primary and one secondary document).

	Primary Identification Document	Secondary Identification Document
Set One	<ul style="list-style-type: none"> Passport (NZ or overseas) New Zealand Firearms License 	Not Required
Set Two	<ul style="list-style-type: none"> New Zealand driver licence 	<ul style="list-style-type: none"> Credit card (with matching signature and embossed name) Debit card (with matching signature and embossed name) SuperGold card Bank statement Government agency correspondence
Set Three	<ul style="list-style-type: none"> Birth certificate (NZ or overseas) Citizenship certificate (NZ or overseas) 	<ul style="list-style-type: none"> New Zealand driver licence Overseas driver licence (with photo) with an English translation (if required) and accompanied by an International Driving Permit 18+ card New Zealand Armed Forces ID New Zealand Police ID SuperGold card (with photo) Student ID (from NZ institutions only) with photo (under 18 only)

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

Step 2 - Proof of address

The registered office address will be verified using Companies Office information².

Below are some examples of documentation that can be used to verify the key individuals' residential address.

One item from the list below	Important notes
<ul style="list-style-type: none"> ▶ Bank statements or correspondence ▶ Government agency correspondence ▶ Registered KiwiSaver or superannuation scheme correspondence ▶ IRD correspondence ▶ Current Insurance policy (house or contents) ▶ Local authority rates or water bill ▶ Utility bill (gas, power, fixed phone line, internet, SKY TV) ▶ Signed tenancy or lease agreement ▶ Correspondence from a New Zealand educational institution (e.g. primary schools, secondary schools, tertiary institutions, that report under the Ministry of Education in NZ) ▶ Driver licence containing address (this must be a current (not expired) driver licence from New Zealand, Australia or the United Kingdom that contains your current residential address) ▶ Correspondence from a recognised retirement home (must confirm you reside at the rest home/facility and be from a recognised Ministry of Health certified retirement home provider) 	<ul style="list-style-type: none"> ▶ These documents should be no more than 12 months old. ▶ Must show your current residential address. ▶ Digital copies of utility statements, local authority bills and insurance policies (house or contents) are acceptable provided the statement shows you are taking responsibility for a fixed (non-moveable) service or fixed asset at that same address the statement would otherwise have been posted to. ▶ A tenancy or lease agreement must be signed by both the tenant(s) and landlord.

Step 3 - Other information

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.

Document Guidelines

Documents must be originals. We can also accept copies certified by a trusted referee. 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.

Get in touch

For any queries, contact your sales consultant, or email aml.grenadier@harcourts.co.nz.

² We can obtain these from the NZ Companies Office website on your behalf.