

**How it works**

We are required by law<sup>1</sup> to verify the identity and address of both the Limited Partnership and key individuals associated with the Limited Partnership. We collect information in three steps.

**Step 1. Identification**



**Step 2. Address**



**Step 3. Other information**



**Step 1 - Identification**

New Zealand registered Limited Partnership	Overseas registered Limited Partnership
<p>All of the below are to be provided:</p> <ol style="list-style-type: none"> <li>1. Certificate of Incorporation, or Certificate of Registration<sup>2</sup> or Limited Partnership agreement.</li> <li>2. The current Certificate of Incorporation and Companies Office extract<sup>2</sup> for any limited partner (companies) with &gt;25% interest in your Limited Partnership.</li> <li>3. Where the General Partner is a New Zealand registered company, a copy of the current Certificate of Incorporation and Companies office extract is also required for the General Partner<sup>2</sup>.</li> </ol>	<p>All of the below are to be provided:</p> <ol style="list-style-type: none"> <li>1. The equivalent of the Certificate of Incorporation or Certificate of Registration from the country of registration, including for any limited partner (companies) with &gt;25% interest in your Limited Partnership.</li> <li>2. Where the General Partner is an overseas registered Company, the country of registration equivalent of the above information is required.</li> </ol>

**Key individuals**

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

- ▶ General Partner/s (individuals)
- ▶ Director/s of General Partner (company)
- ▶ Limited Partners (individuals) with >25% interest in the Limited Partnership

<sup>1</sup> The Anti-Money Laundering and Countering Financing of Terrorism Act 2009.

<sup>2</sup> We can obtain these from the NZ Companies Office website on your behalf.

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

## Step 2 - Proof of address

The registered office address will be verified using Companies Office information<sup>2</sup>

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"> <li>▶ Bank statements or correspondence</li> <li>▶ Government agency correspondence</li> <li>▶ Registered KiwiSaver or superannuation scheme correspondence</li> <li>▶ IRD correspondence</li> <li>▶ Current Insurance policy (house or contents)</li> <li>▶ Local authority rates or water bill</li> <li>▶ Utility bill (gas, power, fixed phone line, internet, SKY TV)</li> <li>▶ Signed tenancy or lease agreement</li> <li>▶ Correspondence from a New Zealand educational institution (e.g. primary schools, secondary schools, tertiary institutions, that report under the Ministry of Education in NZ)</li> <li>▶ 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)</li> <li>▶ 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)</li> </ul>	<ul style="list-style-type: none"> <li>▶ These documents should be no more than 12 months old.</li> <li>▶ Must show your current residential address.</li> <li>▶ 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.</li> <li>▶ A tenancy or lease agreement must be signed by both the tenant(s) and landlord.</li> </ul>

<sup>2</sup> We can obtain these from the NZ Companies Office website on your behalf.

### 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](mailto:aml.grenadier@harcourts.co.nz).