

How it works

We are required by law¹ to verify the identity and address of both the Partnership and key individuals associated with the Partnership. We collect information in three steps.

Step 1. Identification



Step 2. Address



Step 3. Other information



Step 1 - Identification

Partnership

The following documentation can be used:

- ▶ Partnership agreement; or
- ▶ Accountant prepared financial statements for the previous year; or
- ▶ Business tax returns for the previous year; or
- ▶ Recent (within 12 months) Taxation notice from the IRD that states the partnership name

If the Partnership is unable to provide one of the above, the Partnership will be identified via the controlling partners (or partners with >25% interest in the partnership) as per steps below.

Where the Partner is a Limited Company, Trust or Limited Partnership, the appropriate identification for these customers is required. Refer to Limited Company, Trust and Limited Partnership Identification Requirements information sheets that can be provided by your sales consultant.

Key individuals

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

- ▶ Controlling Partners
- ▶ Partners (individuals) with >25% interest in the Partnership

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).

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

	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)

Step 2 - Proof of address

We need to verify the physical address of the Partnership² and the physical address of all key individuals associated with the Partnership. 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.

²If the Partnership is not able to provide suitable address verification documentation in its own name, please contact your Grenadier Sales Consultant for further assistance.

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.