Identification and address verification for Individuals
Information sheet

Identification information

To open new accounts with NZ Funds for individual and joint accounts we are required by law to collect and verify information relating to the individuals involved.

This information is collected in three stages and can be provided to your Financial Adviser or NZ Funds.



Stage 1: Individual details

Confirm individuals

Confirm the individuals requiring verification. Please contact your Financial Adviser or NZ Funds to discuss. Examples of the individuals include:

- Account holders involved
- Other persons acting on behalf of the individual (e.g. appointed attorneys)

Stage 2: Identity and address verification

Identity verification

For each individual, please provide ONE of the following ID combinations:

ID Combination 1

- NZ passport OR
- NZ firearms licence

ID Combination 2

- NZ driver licence AND
- Bank statement OR
- Government agency document (e.g. IRD correspondence)

ID Combination 3

- NZ driver licence OR
- Kiwi access card / 18+ card AND
- Full birth certificate OR
- Citizenship certificate

Address verification
The residential address of each individual needs to be verified.

Please provide ONE of the following for each of the individuals to verify their residential address (to be no more than six months old):

- Bank or financial institution statement
- Government agency document (e.g. correspondence from IRD, an educational institution or letter from the Electoral Commission)
- Rates or house insurance document
- Utility document (e.g. electricity, gas, water, landline telephone or Sky TV).

Important note: Where an individual is a minor, proof of the legal guardians' address may be provided.

For NZ Funds Managed Superannuation Service - ROPS Class (ROPS Class), TWO forms of each identity verification and address verification are required. Additionally, TWO forms of residency status are also required. See the ROPS Class application form for more details.

Stage 3: Other information

We may need to ask you for additional information depending on the individual's circumstances, including information relating to connections with certain countries or your income or assets.

As part of our ongoing commitment to ensure the safety and security of your personal information, we may ask you to complete an electronic identity verification process. This process includes an IDscan which ensures that you are personally matched to your identity documents.

To complete the IDscan we will send you an email with a link to an electronic verification system. This will require you to take photos of yourself and your identity documents such as your passport and/or driver licence. Therefore, please ensure that you have your mobile device and your identity documents available before you start the process.

Providing documents
All identity documents provided to your Financial Adviser or NZ Funds must be the original or a copy certified by an accepted Trusted Referee. If you plan to provide certified copies of any documents, please contact your Financial Adviser or NZ Funds for a list of Trusted Referees and the form to be used. In certain situations, we may also require original or certified copies of other documents (e.g. source of wealth documents).

In some cases, the identities and addresses of the individual(s) may be verified digitally, instead of using original documents or certified copies. Please ask your Adviser or NZ Funds if digital verification is available.

Get in touch
Please contact your Financial Adviser or the NZ Funds Client Services team on **0800 377 2277** or via email at **onboarding@nzfunds.co.nz** if you have any questions.