Identification and address verification for Companies
Information sheet

Identification information

To open new accounts with NZ Funds for a Company, we are required by law to collect and verify information relating to the Company and the key individuals associated with it.

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



Stage 1: Company details

Please provide:

1. Certificate of incorporation and Companies Office extract, including for any share holding Companies of the Company.*
2. Company constitution and, if needed to identify any key individuals, any other powers that bind and regulate the company.
3. Details of the Company's source of wealth and/or source of funds. We require information on how the Company obtained its wealth/funds and, in some cases, how the shareholders obtained their wealth/funds. Examples of documents that can be used for these purposes are set out below.

Source of wealth / funds	Examples of documentary evidence
Business earnings	Financial statements from accountant, tax assessment
Business sale	Sale and purchase agreement, confirmation from solicitor
Salary or wages	Payslips, employment contract, confirmation from employer
Rental income	Tenancy agreement
Investment returns	Dividend statement, interest statement
Gains on sale of property or shares	Gain calculation, with evidence of sale proceeds and investment cost (sale and purchase agreements)

Key individuals

Confirm the key individuals requiring verification (these will vary depending on the structure of your Company). Examples of the key individuals include:

- Directors and senior managers, such as CEO.
- Shareholders with greater than 25% interest in the Company.
- Nominee shareholders who own any amount.
- Other persons acting on behalf of the Company or with control of the Company (e.g. authorised signatories, appointed attorneys and nominee Directors).

* If the Company or its share holding companies are registered in a country other than New Zealand, the equivalent documents from that country and its constitution.

Stage 2: Identity and address verification

Identity verification

For each key 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).

Stage 3: Other information

We may need to ask you for additional information depending on the Company's circumstances, including information relating to the Company and the key individuals' connections with certain countries or the Company's 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 an 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 **registry@nzfunds.co.nz** if you have any questions.