Identification and address verification for Trusts
Information sheet

Identification information

To open new accounts with NZ Funds for a Trust, we are required by law to collect and verify information relating to the Trust 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: Trust details

Please provide:

1. The Trust Deed, any amendments to it, and any subsequent deeds of appointment or retirement.
2. Details of the Trust's source of wealth and/or source of funds. We require information on how the Trust obtained its wealth/funds and, in some cases, how the settlors 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)
Inheritance	Grant of probate, solicitors' statement

Key individuals

Confirm all the following key individuals requiring verification that apply to the Trust:

- Trustees, including Trustee Companies and their Directors
- Settlors
- Appointers and protectors
- Individuals with the power to amend the Trust Deed
- Non-discretionary beneficiaries
- Other persons acting on behalf of the Trust or with control of Trust assets (e.g. authorised signatories and appointed attorneys).

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).

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

Stage 3: Other information

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