

Private Companies

How it works

By law¹, Govett Quilliam has to properly identify and collect information about its clients. We collect this in three steps.

Verification of Company



Verification of Directors' & Beneficial Owners' ID and Address



Other Information



1. Verification of Company

We will carry out a search of the company on the Companies Office website to establish the names of all the Directors.

We will also need to establish the names of any beneficial owners.

2. Verification of Directors' and Beneficial Owners' ID and Address

For each company for which verification is required, we will need to verify the identity and address of **one** Director and all beneficial owners (with a $\geq 25\%$ interest). At least one form of identification must contain a photo.

Please choose from one of the following options:

(Note: Options 2 and 3 require one primary and one secondary document)

	Primary Identification Document	Secondary Identification Document
Option 1	<ul style="list-style-type: none"> Passport (NZ or overseas); or New Zealand Firearms Licence 	<ul style="list-style-type: none"> Not Required
Option 2	<ul style="list-style-type: none"> NZ Driver Licence 	<ul style="list-style-type: none"> Credit card or debit card (with matching signature and embossed name); or SuperGold card; or Bank Statement; or Government agency statement; or Student ID (from NZ institutions only) with photo
Option 3	<ul style="list-style-type: none"> Birth Certificate (NZ or overseas); or Citizenship Certificate (NZ or overseas) 	<ul style="list-style-type: none"> New Zealand Driver Licence; or Overseas Driver Licence (with photo) with an English translation (if required) and accompanied by an International Driving Permit; or 18+ card; or New Zealand Armed Forces ID; or New Zealand Police ID; or SuperGold card (with photo); or Student ID (from NZ institutions only) with photo

Please provide proof of address as outlined below:

	One item from Option A or Option B	Notes
Option A	<ul style="list-style-type: none"> Bank statements or correspondence Government agency statement Registered KiwiSaver or superannuation scheme correspondence IRD correspondence Current insurance policy 	<p>These documents should be no more than 12 months old. They must show your current residential address. We cannot accept digital versions.</p>
Option B	<ul style="list-style-type: none"> Local authority rates or water bill Utility bill (gas, power, fixed phoneline, 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) 	<p>These documents should be no more than 3 months old. Digital copies of utility statements and insurance policy are acceptable, provided the statements show you are taking responsibility for a fixed (non-moveable) service or fixed asset at the 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.</p>

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

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.

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.

If the company has **nominee shareholders or shares in bearer form**, we are also required to verify the source of wealth/funds, for which the following information will be required:

Generic source of wealth and funds	Collect	Examples of documentary evidence
Income from Employment (if an individual)	<ul style="list-style-type: none"> • Occupation • Employer's name and address • Employer's nature of business • Income per annum this year and last year 	Last 3 months' pay slips Confirmation from employer of income and bonus for last 2 years Recent accounts if self- employed Bank statements clearly showing receipt of the last 3 months' salary payments from a named employer Recent Group Certificate or Tax Return
Investment savings	<ul style="list-style-type: none"> • Date funds received and • From which company • Amount received • How long held 	Investment/savings certificates, contract notes or statements Confirmation from the relevant investment company Bank statement showing receipt of funds by investment company name Signed letter detailing funds from a regulated accountant
Property Sale	<ul style="list-style-type: none"> • Date funds received • Address of property • Sale value • How long property held 	Signed letter from solicitor that includes the proceeds received Completed sale contract
Company Sale	<ul style="list-style-type: none"> • Date funds received • Name and address of company • Applicant's share • Nature of business • Total sale price 	Signed letter from solicitor or regulated accountant Copy of contract of sale
Inheritance	<ul style="list-style-type: none"> • Date funds received • Total amount received • Name of benefactor • Relationship to benefactor 	Grant of probate and/or copy of Will Bank statements Solicitor's letter
Loan	<ul style="list-style-type: none"> • Date funds received • Amount of loan • Name and address of loan provider 	Loan agreement Recent loan statements
Gift	<ul style="list-style-type: none"> • Date funds received • Total amount • Details of benefactor • Relationship to benefactor • Source of donated funds 	Letter from donor confirming details of gift and acknowledging the source of the donated funds Evidence of the source of funds
Other	<ul style="list-style-type: none"> • Date funds received • Amount • Nature of income 	Appropriate documentation that details the source of the funds Where/how the funds were generated Signed letter detailing funds from a regulated accountant
Trading Profits (if a business or trading activity)	<ul style="list-style-type: none"> • Nature of Business or activities that generate profit 	Copy of latest accounts Letter from Chartered Accountant giving details of Business profits over last 2 years
Loan	<ul style="list-style-type: none"> • Date funds received • Amount and name of lender 	Loan Agreement