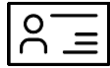


Individual

How it works

Before Govett Quilliam can act for you, by law¹, we have to properly identify and collect information about you. We collect this in three steps.

Verification of Identification



Verification of Address



Other Information



1. Identification

At least one form of identification needs to contain a photo. Choose from one of the following options:

	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

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

2. Proof of Address

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; or Government agency statement; or Registered KiwiSaver or superannuation scheme correspondence; or IRD correspondence; or 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; or Utility bill (gas, power, fixed phoneline, internet, SKY TV); or Signed tenancy or lease agreement; or 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>

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.

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