

INFORMATION FOR CLIENTS

New Zealand has a law called the *Anti-Money Laundering and Countering Financing of Terrorism Act 2009* (AML/CFT law). The purpose of this law is to prevent money laundering or the financing of any terrorism. From the 1st July 2018 we are required by this law to collect more information about our new and existing clients before we can act for you.

Why we need to ask for your information?

Collecting more information about you helps us gain more knowledge about the transactions you want us to undertake on your behalf. To make that assessment, we must obtain and verify information from new and existing clients about a range of things - this is part of what the AML/CFT law calls “customer due diligence”. Customer or client due diligence requires us to undertake certain background checks before providing services to you. We must also take reasonable steps to make sure the information we receive from you is correct. This is similar to what we already do if you are buying a house for example, but we may require more documentation from you.

What information and identification (ID) do you need to provide when you meet with us?

- 1) **Full Legal Name, AND**
- 2) **Date of Birth, AND**
- 3) **Residential Address**

To confirm your information, you will need to provide proof of your identity, date of birth and residential address. Please provide us in person, with your;

- Current **passport** (is preferred) **OR**
- NZ driver licence AND a credit card, debit card or eftpos card AND**
- Documents that show your **current residential address**, e.g.,
 - A **bank statement** issued by a registered bank, or
 - A recent utilities bill in your name, such as a rates notice, phone, power/gas bill.
 - A document issued by a government agency that shows your name, and signature, e.g., a SuperGold card.

We are not required to hold onto the originals of these documents, we will take a photocopy and keep them in our records for the future. Even if you are a regular client we may ask you to check and update your information wherever you want us to undertake work for you.

If you are seeing us about company or trust business, then we will need more information about the company or trust including the people associated with it, such as directors and shareholders, trustees and beneficiaries.

We may also need to ask you for further information about the nature and purpose of the proposed work you are asking us to do for you, about the source of the money, and the reason for the proposed work you are asking us to do so we meet the legal requirements.

What if you can't bring in your original documents for us to copy? Then you must provide copies certified by an authorised person such as: Police constable; Justice of the Peace; lawyer; Notary public; NZ Honorary consul; or Member of Parliament.

What happens if you are not able to provide us with information about yourself? If you can't provide the information we require, **please talk with the lawyer** who is advising you.