



# New Zealand Clients

To comply with our obligations under the **Anti-Money Laundering and Countering the Financing of Terrorism Act 2009** (the Act), we are required to collect identity and address information from our clients, any person authorised to act on their behalf and any beneficial owner of our client.

We must also verify some of the information we have collected and we do this when you provide us with certified documents, as described below.

**1. VERIFYING YOUR IDENTITY.** So we can verify your identity, please provide us with a **certified copy** of your current and valid:

- New Zealand passport
- New Zealand firearms licence
- New Zealand driver licence

**2. VERIFYING YOUR RESIDENTIAL ADDRESS.** So we can verify your residential address, please provide us with a **certified copy** of one of the following issued in the last 12 months:

- A Bank statement
- A utility or rates invoice e.g. power, water etc.
- Any other Government issued document

If you do not provide us with a certified address verification document, we may verify your residential address electronically.

If you are unable to provide us with certified documents, we may not be able to act for you, or continue acting for you.

If you are unable to provide some or all of the identity and address documents, or have your documents certified as described, please contact your Wynn Williams lawyer as soon as possible so that we may advise you regarding alternative options.

**3. SUITABLE CERTIFIERS.** Your identity and address documents must be certified by one of the following **trusted referees**:

- Your Wynn Williams lawyer
- A New Zealand lawyer
- A chartered accountant
- A Justice of the Peace
- A member of the Police
- A notary public

The **trusted referee** who certifies your documents must:

- Be older than 16 years of age
- Not be related to you by birth or marriage
- Not your spouse or partner
- Not reside with you
- Not be involved in the transaction

**4. HOW DOCUMENTS MUST BE CERTIFIED.** Identity documents must be certified as *“a true copy of the original and the photograph represents a true likeness of [your name]”*

Address documents must be certified as *“a true copy of the original document”*

In all cases, the trusted referee must:

- Have sighted the original document
- Provide their name, occupation or capacity in which they are certifying as a trusted referee
- Have certified your documents in the last three months