Overseas 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 passport.

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

3. TRANSLATING YOUR DOCUMENTS. If your documents are not in English, they must be accompanied by a translation.

4. SUITABLE CERTIFIERS. Your identity and address documents must be certified by a **trusted referee.** This is a person authorised by law to take statutory declarations in the country of certification.

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

5. 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

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.