

# 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

In order us to verify your identity, please provide us with a **certified copy** of your current and valid passport.

## 2. RECORDING YOUR RESIDENTIAL ADDRESS

To ensure that our records are correct, please provide us with one of the following issued in the last 12 months:

- Bank statement
- Utility or rates invoice
- Other Government issued document

*Note: this document does not need to be certified, unless we advise you otherwise*

## 3. TRANSLATING YOUR DOCUMENTS

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

## 4. SUITABLE CERTIFIERS

Your identity document(s) 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 document(s) must:

- Be older than 16 years of age
- Not be related to you by birth or marriage
- Not be 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]**”.

If we require your proof of address to be certified, the document 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 within the last three months.

If you are unable to provide us with your 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 the necessary documents certified as described, please contact your Wynn Williams lawyer as soon as possible, so that we may advise you regarding alternative options.