

# Verifying your identity

A guide to verifying identity and residential addresses

*for Family Trusts*

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# Important information

Under the Anti-Money Laundering and Countering the Finance of Terrorism Act 2009, we are required to obtain information about a client's identity and residential address. We cannot accept funds from, or pay funds, until both their identity and residential address have been verified.

Each individual who is named as a trustee, beneficial owner, or a person acting on behalf of the Trust must provide identity and residential address information or documentation

We can verify identify and residential addresses one of two ways:

- » Electronically; or
- » Manually.

## *Electronic verification*

In order for us to electronically verify identity and physical address each trustee, beneficial owner or person acting on behalf of the Trust must complete the Identity verification authority on page 4.

Please email or post to us:

- » The Identity verification authority form for each person.
- » A copy of a current New Zealand Driver Licence or current New Zealand passport or full New Zealand birth certificate for each person.
- » A utility bill, bank statement, rates bill or any other official correspondence showing the name and physical address of each person. We cannot accept PO Box addresses.

Please note: If someone has a foreign passport as their identity document they will need to use the manual verification method as we are unable to electronically verify foreign passports at this time.

## *Manual verification*

If someone chooses to or needs to verify their identity manually they will need to supply certified copies of a variety of documents. Please follow the guide located on pages 5-6 to determine which documents you can submit to meet the requirements.

Please mail to us:

- » Certified identity documents
- » A utility bill, bank statement, rates bill or any other official correspondence showing their name and physical address. We cannot accept PO Box addresses.

Please note: We cannot accept scanned copies of certified identity documents. We require the original copies be posted to us. Do not send us the original identity documents.

## AML for Family trusts

Please mail to Anglican Financial Care, PO Box 12 287, Thorndon, Wellington 6144 or email [office@angfincare.nz](mailto:office@angfincare.nz)

When a trust applies for a mortgage from Anglican Financial Care, we are required under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (AML) to obtain and verify information about:

- » the Trust; and
- » the beneficial owners of the Trust; and
- » on any persons acting on behalf of the Trust.

### 1. Trust documents

Please provide a copy of the trust deed or a letter from a solicitor confirming the information that must be provided to us. If there have been amendments to the trust deed we require copies of these as well e.g. one trustee retires and another is appointed.

### 2. Trust information

Full name of trust

Postal address

Number / Street / PO Box

Suburb / City  Postcode

Section A

Is the trust a discretionary trust or a charitable trust?  Yes - Answer Section B  No - Skip to Section C

Section B

Please advise the object of the trust:

Section C

Please identify the individuals who are the settlor(s), the origin of the settlor's wealth and the source of any income the trust is receiving:

### 3. Trustees

Number of Trustees:

Full name of Trustees:

See page 1 for identity documentation requirements for each trustee

## 4. Beneficiaries

Number of beneficiaries in the Trust:

Please describe each class or type of beneficiary of the Trust:

See page 1 for identity requirements for each beneficiary where the Trust is not a discretionary trust.

## 5. Beneficial owners

A beneficial owner includes anyone who has effective control over the Trust and its property, can amend the trust deed, can remove or appoint trustees. Where the Trust is not a discretionary trust then each beneficial owner will need to provide identity and residential address documentation – see below.

Are there any beneficial owners other than trustees?

 Yes No

See page 1 for identity requirements for each beneficial owner.

## 6. Persons acting on behalf of the Trust

Persons who have authority to act on behalf of the Trust, could be the trustees or other persons who are able to give instructions about the Trust's assets.

Are there persons acting on behalf of the Trust?

 Yes No

What is the person's relationship to the Trust?

Corporate, company identifier or registration number (if applicable):

If a corporate trustee or agent, please identify the individuals representing the corporate trustee or agent.

See page 1 for identity requirements for persons acting on behalf of a trust.

## 7. Identity verification requirements

Each individual who is named as a trustee, beneficial owner or a person acting on behalf of the Trust must provide identity information or documents.

Verification of identity may be confirmed electronically or it can be verified manually. See page 1.

## 8. Verification of residential address

Each individual who is named as a trustee, beneficial owner or a person acting on behalf of the Trust must provide proof of their residential address.

Documents used to prove your residential address **DO NOT** need to be certified. Any one of the following documents issued in New Zealand (an original or a photocopy) may be used as proof:

- » Bank account or credit card statement
- » Rates bill
- » Utilities bill
- » Any New Zealand Government Department document or statement; (e.g. Inland Revenue, NZTA, Electoral Office); or
- » Tenancy agreement

Please complete this authority if you wish us to verify your identity electronically.

### 1. Verification of identity and physical address

If you wish us to verify your identity electronically please provide a copy of one of the following items:

- » Current New Zealand Passport
- » Current New Zealand Driver Licence
- » Full New Zealand Birth Certificate

To verify a residential address we will accept a variety of documents. Please provide a copy of any of the documents listed below showing your name and your physical address. We cannot accept PO Box addresses.

- » Bank account or credit card statement
- » Rates bill
- » Utilities bill
- » Any New Zealand Government Department document or statement; (e.g. Inland Revenue, NZTA, Electoral Office);
- » Tenancy agreement

If we are unable to verify your physical address electronically we can use your vehicle registration number as a back-up. Please supply your vehicle registration number if applicable.

Vehicle registration number:

### 2. Declaration

I consent to Anglican Financial Care using the personal information that I have provided to verify my identity electronically and where necessary disclosing the information to external and independent agencies for the purpose of matching my information with identification information held in third party databases including the Department of Internal Affairs, the New Zealand Transport Authority and White Pages.

Name

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Please use this guide if you wish to manually verify your identity

If you choose to verify your identity manually please use this guide to help you confirm your identity and residential address with certified copies of accepted documents.

**IMPORTANT** - Do not send original documents that confirm your identity such as your passport, only send certified photocopies.

If your name has changed please provide evidence of your name change which links your previous and current names.

### 1. Verification of identity

#### Option 1

A certified copy of a New Zealand or overseas passport showing your name, date of birth, photograph and signature

or

#### Option 2

A certified copy of **ONE** of the following:

- » New Zealand driver licence
- » an 18+ card
- » an international driver licence

**AND** a certified copy of **ONE** of the following:

- » New Zealand full birth certificate
- » Overseas birth certificate
- » Certificate of New Zealand or overseas citizenship

or

#### Option 3

A certified copy of a New Zealand driver licence

**AND** a certified copy of **ONE** of the following:

- » A credit card, debit card or eftpos card issued by a registered New Zealand bank that contains your name and signature
- » A bank statement issued by a New Zealand registered bank in the previous 12 months
- » A document or statement issued by Inland Revenue or another Government department in the previous 12 months
- » SuperGold card

### 2. Verification of residential address

You must provide us with proof of your residential address. Documents used to prove your residential address **DO NOT** need to be certified. Any one of the following documents issued in New Zealand (an original or a photocopy) may be used as proof:

- » Bank account or credit card statement
- » Rates bill
- » Utilities bill
- » Any New Zealand Government Department document or statement; (e.g. Inland Revenue, NZTA, Electoral Office); or
- » Tenancy agreement

### 3. Certifying your identity documents

- » All copies of identity documents must be completely legible with clear photos (where applicable).
- » Your identity documents must also be certified as a true copy of the original by an approved person. Consult the chart below to see who can certify your documents.
- » The person certifying your documents must write **“I certify this to be a true copy of the original document and confirm that it represents the identity of (full name)”** then write their name and occupation and date and sign the declaration. They may use their official seal if they have one.
- » A certified document is valid for three months.
- » When certification occurs overseas, copies of international identification provided by a member resident overseas must be certified by a person authorised by law in that country to take statutory declarations or equivalent in the member’s country.
- » Persons in New Zealand who may certify your documents are:

- » Minister of Religion
- » Justice of the Peace (JP)
- » Lawyer
- » Notary Public
- » Police Officer
- » Registered Medical Doctor
- » Registered Teacher
- » Chartered Accountant
- » Member of Parliament (MP)
- » Kaumatua
- » Court registrar
- » Chartered accountant
- » Member of Parliament

- » A certifier **cannot**:
  - » be under age 16
  - » be related to you
  - » be your spouse or partner
  - » live at the same address as you
  - » certify their own documents.

### 4. Where to send your documents

Send the certified copy of your identity verification and proof of your residential address to:

Funds Administrator  
Anglican Financial Care  
PO Box 12-287  
Thorndon  
Wellington 6011

**We cannot accept scanned copies of the certified identity documents. You must post the original certified copy to us.**



04 473 9369  
[www.angfincare.nz](http://www.angfincare.nz)