

## **Anti-Money Laundering and Countering Financing of Terrorism Act 2009 Client Information Sheet**

The Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (“AML / CFT Act”) means that effective from 1 October 2018, Belmont Partners Limited is required to comply with the requirements of the Act including undertaking certain background checks before providing services to clients.

Accountants must take reasonable steps to ensure the documentation we receive is correct, and so we will need to ask for certain documents that show this. We will need to ask you about the nature and purpose of the proposed work you are asking us to do for you. Information confirming the source of wealth or funds for a transaction may also be necessary to fulfil our legal obligations.

### **Individual**

If we act for you in an individual capacity, we will need to verify:

- Your full name; and
- Your date of birth; and
- Your residential address.

Please refer to the table below for examples of documents which can be used to verify your identification and address.

### **Company**

Standard information we would seek when you engage us includes:

- Full legal name (and any trading name(s)) of the Company
- Principal place of business or registered office
- Country of incorporation
- Company identifier number
- Name(s) of Director(s)
- Name(s) of Shareholder(s)
- IRD number

In addition, we now also need information from all beneficial owners (each individual who holds more than 25% of the shares of the Company or who has effective control over the company) and any person acting on behalf of the Company (this can include Directors, Senior Management, external professional services providers, for example, lawyers).

- Full name
- Date of birth
- Proof of Residential Address
- Relationship with the company
- Proof of authority to act on behalf of the client (letter/email instruction to act on behalf, internal organisational structure, engagement letter)

Note, we may also need to ask for proof of source of wealth / source of funds.

**Trust**

**Section 22 of the Act requires us to conduct enhanced customer due diligence on a Trust.** The information we require includes:

- Full legal name of the Trust (we will require a copy of the Trust Deed)
- If it is a Charitable Trust, a description of the objects of the Trust
- Correspondence address for Trust
- List of named Beneficiaries
- Where there are 10 or more named beneficiaries, please provide the class of beneficiaries
- Trustees
- Proof of source of funds or wealth

For **each named beneficiary and individual trustee** please supply

- Name
- Date of Birth

Where there is a **Corporate Trustee** (company), please provide

- Full legal name of the company
- Trading name(s) (if different)
- Principal place of business or registered office
- Country of incorporation
- Company identifier or registration number
- Name(s) of all beneficial owners (each individual who holds more than 25% of the shares in the Company or who has effective control over the Company)

Any **person acting on behalf of** the Trust should supply

- Name
- Date of Birth
- Relationship to the client
- Proof of authority to act on behalf of the client

**Please note, all natural persons identified above in connection with either a company or a trust must provide certified identification and proof of residential address.**

**Source of Wealth / Source of Funds**

*Source of funds* is the origin of the funds used for the transactions or activities that occur within the business relationship. *Source of wealth* is the origin of the entire body of assets. In other words, proof offered must encompass entire history, not just last 12 months.

**Examples of Source of Funds / Wealth**

▪ Payslips	▪ IRD statements
▪ Bank statements	▪ Financial statements
▪ Documents confirming the source such as a sale of a house, sale of shares, a bequest under an estate or a win from gambling activities	

Note: Any printed documents must be dated within 12 months of engaging with Belmont.

## Verifying CDD Information

### Proof of Identity

#### Option 1 One form of primary photo ID

- New Zealand passport
- Overseas passport which
  - Contains the name, date of birth, a photograph and the signature of the person in whose name the document is issued; and
  - Is issued by a foreign government, the United Nations or an agency of the United Nations
- New Zealand Certificate of Identity
- New Zealand refugee travel documentation
- Emergency travel document
- New Zealand firearms licence
- National ID card that
  - Contains name, date of birth and a photograph of the person in whose name the document is issued, and their signature or other biometric measure included where relevant; and
  - Is issued by a foreign government, the United Nations or an agency of the United Nations.

#### Option 2 One form of Primary non-photo ID

- New Zealand or overseas birth certificate
- New Zealand or overseas citizenship certificate
- New Zealand or overseas marriage certificate

#### AND One form of secondary photo ID

- New Zealand driver licence
- 18+ card
- International driving permit

#### Option 3 New Zealand driver licence

##### AND one of:

- Bank statement issued by a registered bank (dated within the last 12 months)
- Credit card, debit card or EFTPOS card issued by a registered bank **Note: The bank card must have the customer's name embossed on the card. A copy of the credit card must not be kept in either paper or scanned form and the credit card number must not be written down.**
- New Zealand or overseas marriage certificate
- SuperGold card
- Community services card
- Document issued by a government agency (dated within the last 12 months)

### Proof of address

Examples of proof of address. They should be on **letterhead** and dated within last **three months**.

- Utility or rates bill
- Document issued by registered bank (eg bank statement)
- Document issued by government agency
- Local Council notification / demand
- Court document
- Rental tenancy agreement
- Inland Revenue (IR) tax notice / certificate
- Electoral roll papers
- Insurance policy document
- Vehicle registration notification / demand
- Non-bank financial institution statement
- Letter from educational institution

### Who can verify documents?

All identification documents need to be certified as true copies by someone approved to do so. The following persons can certify copies of the originals as true and correct copies:

▪ Member of the Police	▪ New Zealand lawyer	▪ New Zealand Chartered Accountant
▪ Notary Public	▪ Justice of the Peace	▪ Registered medical doctor
▪ Registered teacher	▪ Minister of Religion	▪ Member of Parliament
▪ NZ Honorary Consul	▪ Kaumatua (as verified through reputable source)	▪ Commonwealth Representative (as defined in the Oaths and Declarations Act 1957)

The certifier must be at least 16 years of age and cannot be:

- A person involved in the transaction requiring the certification
- Related to you
- Your spouse or partner
- A person who lives at the same address as you

**Any certified documents you send us must be dated and signed by the certifier with the last three months.**

### Examples of verification documents required for legal entities

#### Partnerships

Client's Identity	Verification Documents
Full business name	Partnership Agreement
Address of the business	A recent government document, utility bill or bank statement for the address (not more than 12 months old)
Natural persons to verify	A list of all partners should be maintained. All partners must be identified and verified including all partners or agents with the authority to operate the account. Verification is as per 'Natural persons'

### Companies

Client's Identity	Verification Documents
Full name of the company	Certificate of Incorporation <b>Requirement:</b> A copy of the Certificate of Incorporation must be maintained. The details in the certificate must be verified by a Companies Office search carried out by the business.
Full address (registered office and / or principal place of business)	A Companies Office online search carried out by the business (www.business.govt.nz/companies)
Registration number of the company	Certificate of Incorporation <b>Requirement:</b> A copy of the Certificate of Incorporation must be maintained. The details in the certificate must be verified by a Companies Office search carried out by the business.
Names of the directors of the company	A Companies Office online search carried out by the business.
Natural persons to verify	<ul style="list-style-type: none"> <li>▪ Who owns more than 25% of the customer?</li> <li>▪ Who has authority to act on the account (ie signing authority)?</li> <li>▪ Who exercises effective control over the client?</li> <li>▪ Who is a person on whose behalf the transaction is conducted?</li> </ul> Verification is as per 'Natural persons'.

### Trusts

Client's Identity	Verification Documents
Full name of the trust	Trust Deed <i>or relevant pages of the Trust Deed</i> NOTE: The client must provide any amendments to the Trust Deed that are made after the original document is submitted.
Full business name of the trustee in respect of the trust	Trust Deed NOTE: If a charitable trust, also obtain the objects of the Trust.
Address of the trust	A recent utility bill or bank statement for the address (not more than 12 months old).
Natural persons to verify	You must collect the name, date of birth and residential address for all trustees and settlors.  You must verify the identity of the trustees who are entitled to act on behalf of the trust including documentary evidence of their authority to act.  Verification is as per 'Natural persons'.
Beneficiaries	Where less than 10 beneficiaries, obtain name and date of birth. No requirement to verify.

Discretionary and Charitable Trusts	Where 10 or more beneficiaries, obtain and record the class of each type of beneficiary.
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### Incorporated/Friendly Societies

Client's Identity	Verification Documents
Full society name	Society Rules. <b>Requirements:</b> You must retain a copy of the Society Rules on the client file  You must also verify the existence of the Society by conducting an "Other Registers" search of the Companies Office website ( <a href="http://www.business.govt.nz/companies">www.business.govt.nz/companies</a> ).
Address of the business	A recent utility bill or bank statement for the address. (Not more than 12 months old)
Natural persons to verify	All members authorised to operate the account  Verification is as per 'Natural persons'