

Identity information for a parent or guardian

NZ Funds is required by the AML/CFT Act to collect identity and address information on its clients. Each parent or guardian signing on behalf of a minor must complete this form and provide identity documents as described below.

Return to Freepost NZ Funds KiwiSaver Scheme, Private Bag 92050, Victoria Street West, Auckland 1142, or by email to nzfkivi@linkmarketservices.com.

1 | Parent/guardian details

Applicant (minor) details

Minor's name

Parent/guardian details

Name

Title First name Middle name(s) Surname

Relationship to minor

Date of birth

Day - Month -Year

Residential address (not PO box)

Street

Suburb

Town / city

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please provide a copy of one of the following documents showing you to be a parent or guardian:

Birth certificate or guardianship order of a minor **OR** Other document evidencing authority

2 | Identity verification

NZ Funds is required by the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (AML/CFT Act) to collect identity and address information on its clients.

All new clients must complete identity and address verification and provide the appropriate documents.

Existing clients may be required to complete identity and address verification or update their identity documents. NZ Funds or your financial adviser will advise if this is required.

There are **three options** to complete identity verification:

Please tick option selected.

Option 1

Electronic identity verification by your financial adviser

- You do not need to complete section 2.
- Your financial adviser will need to attach a completed Electronic Verification Certificate.

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Option 2

Documents verified face-to-face by your financial adviser or an NZ Funds employee*

- Please complete section 2A and take your original documents along to your financial adviser or an NZ Funds office to have section 2C(i) completed.



Option 3

Documents certified face-to-face by a Trusted Referee**

- Please complete section 2A and take your original documents along to a Trusted Referee to certify your documents and complete section 2B.

AND

Verified by your financial adviser or an NZ Funds employee*

- Please send the original certified copies to your financial adviser who will verify these and complete section 2C(ii). If you do not have a financial adviser, please send your form and original certified copies to: New Zealand Funds Management Limited, Private Bag 92226, Auckland, 1142.

* To complete verification, the adviser, employee or other authorised person must be listed on NZ Funds 'Register of Individuals Authorised to Perform CDD'.

** A **Trusted Referee** must be either a Justice of the Peace, a Lawyer, a Notary Public, a Chartered Accountant, a Registered medical doctor or a Registered teacher. A Trusted Referee cannot:

- Be your spouse or partner;
- Be related to you;
- Live at the same address as you; or
- Be involved in the transaction or business requiring certification.

Where documents are being certified outside of New Zealand, your Trusted Referee must be a person who is authorised to take statutory declarations under the laws of the country, state or territory where the documents are being certified.

Important

- Document certification by a Trusted Referee must occur no earlier than three months prior to the date of presentation.
- Please ensure certified copies of the original documents are attached to this form.
- Where an individual is unable to supply documents as required, please contact NZ Funds on **0508 733 337** or via email at clientservices@nzfunds.co.nz.

2A | Documentary identity verification

Identity verification

To verify your identity, select **ONE** of the ID combinations and tick which document(s) you are providing below:

ID Combination 1

- Passport **OR**
 NZ firearms licence

ID Combination 2

- NZ driver licence
And **ONE** of the documents listed below:
 Credit, debit or eftpos card (including name and signature)
 Bank statement
 Government agency document (e.g. IRD correspondence)

ID Combination 3

- NZ driver licence **OR**
 18+ card
And **ONE** of the documents listed below:
 Full birth certificate
 Citizenship certificate

Residential address verification

To verify your residential address, select **ONE** of the options below. This document must be no more than six months old.

- Bank or financial institution statement
 Rates or house insurance document
 Utility document (e.g. electricity, gas, water, landline telephone or Sky TV)
 Government agency document (e.g. IRD correspondence)

Digital versions of utility and house insurance documents are acceptable if they show you to be responsible for a fixed non-movable service at the address (digital bank statements and Government agency documents are not acceptable for address verification but can be provided for identity verification.)

Continued over...

2B | Certification by a Trusted Referee

This section is to be completed if documents are not being verified face-to-face by your financial adviser or an NZ Funds employee.

Name
I, confirm that

- I have seen the original documents selected above, each of which represents the identity (i.e. name, date of birth and residential address) of the Individual.
- I have signed copies of those documents and attached them to this form.
- The copies of those documents attached are true copies of the original documents of the Individual seen by me today.
- I am a (tick **ONE** of the following):

Justice of the Peace

Notary Public

Registered medical doctor

Lawyer

Chartered Accountant

Registered teacher

Signature of trusted referee

Day - Month -Year

2C | Verification by your financial adviser or an NZ Funds employee*

Please select one or both (as appropriate).

2C(i) Documents verified face-to-face

- I have met the Individual(s) face-to-face and have seen the original documents selected, each of which represents the identity (i.e. name, date of birth and residential address) of the Individual(s), in accordance with the AML/CFT Act. Copies of the selected documents are attached to this form.

2C(ii) Documents certified by Trusted Referee

- I have verified the documents which have been certified by a Trusted Referee and have verified the identity information of the Individual(s) in accordance with the AML/CFT Act. Copies of the certified documents are attached to this form.

Signature

Name of financial adviser/nz funds employee*

Signature of financial adviser/nz funds employee*

Day - Month -Year

* To complete verification, the adviser, employee or other authorised person must be listed on NZ Funds 'Register of Individuals Authorised to Perform CDD'.