NZFUNDS MANAGED SUPERANNUATION SERVICE

Identification and address verification for individuals

Information Sheet
July 2020

Identification information

To open new accounts with NZ Funds for individual and joint accounts we are required by law to collect and verify information relating to the individuals involved.

This information is collected in three stages and can be provided to your financial adviser or NZ Funds.

Stage 1:
Individual details

Stage 2:
Identity and address verification

Stage 3:
Other information

Stage 1 | Individuals details

Confirm individuals

Confirm the individuals requiring verification. Please contact your financial adviser or NZ Funds to discuss. Examples of the individuals include:

- Account holders involved
- Other persons acting on behalf of the individual (e.g., appointed attorneys)

Stage 2 | Identity and address verification

Identity verification

For each individual, please provide **ONE** of the following ID combinations:

ID Combination 1	ID Combination 2	ID Combination 3
Passport **OR** NZ firearms licence	NZ driver licence **AND** • Credit, debit or eftpos card (Including name and signature) or • Bank statement or • Government agency document (e.g., IRD correspondence)	• NZ driver licence or • Kiwi Access Card **AND** • Full birth certificate or • Citizenship certificate

Important note:

Digital versions of bank statements and Government agency documents are acceptable.

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Address verification

The residential address of each individual needs to be verified.

Please provide **ONE** of the following for each of the individuals to verify their residential addresses (all to be no more than six months old):

Provide ONE address verification document

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

Important notes:

Where an individual is a minor, proof of the legal guardians' address may be provided.

Digital copies of utility and house insurance documents are acceptable, provided they show you are responsible for a fixed (non-movable) service at the address. Digital versions of bank statements and Government agency documents are not acceptable.

Stage 3 | Other information

We may need to ask you for additional information depending on the individual's circumstances, including information connections with certain countries or your income or assets.

Providing documents

All identity and address documents provided to your financial adviser or NZ Funds must be the original or a copy certified by an accepted trusted referee. If you plan to provide certified copies of any documents, please contact your financial adviser or NZ Funds for a list of trusted referees and the form to be used. In certain situations, we may also require original or certified copies of other documents (e.g., source of wealth documents).

In some cases, the identities and addresses of the individual(s) may be verified digitally, instead of using original documents or certified copies. Please ask your adviser or NZ Funds if digital verification is available.

Get in touch

Please contact your financial adviser or the NZ Funds Client Services team on 0508 733 337 if you have any questions.