

## Completing the application form and providing documentation

Applications must be in the name(s) of natural persons, companies or other legal entities. When completing the form, please:

- use CAPITAL LETTERS; and
- leave unmarked any sections that are not applicable.

### **New Investors:**

Application forms must be completed by ALL PEOPLE associated with the account, including any:

- individual, or person acting under Power of Attorney
- any other person authorised to operate the account or who has effective control over/or the ability to significantly influence the investor
- Trustee(s)
- Company director, shareholders who are not directors or officers who control more than 25% of the investor or other person on whose behalf the investment is made.

## Identification documents required for ALL investors

By law, we need to verify the identity and address for all persons associated with an account application.

This means:

- all applications must be accompanied by copies of the relevant documentation for both Part A and Part B below and
- your documents need to be 'certified.' Certification can be done:
- online using Cloudcheck at no cost for the service. You must then also tick the appropriate box under section Agreements of Terms of Application Form 1; or
- if not using Cloudcheck, you must have all documents certified before submitting to us (see Certification of documents).

## Certification of documents

All copies of identity documents must be certified by someone who is over 16 years of age and is one of the following:

- Police Officer who holds the office of constable (as defined in *section 4* of the Policing Act 2008);
- Justice of the Peace;
- Registered medical doctor;
- Kaumatua;
- Member of Parliament;
- Registered Lawyer;
- Chartered accountant;
- Notary Public.

The person certifying your document must not be:

- related to you (for example, your parent, child, brother, sister, aunt, uncle or cousin);
- your spouse or partner;
- a person who lives at the same address as you.

The individual certifying the documents must include their name, occupation, signature and date of certification. It must be dated within the last 3 months.

## Part A: Select Option 1 or 2

### OPTION 1

Provide one of the following:

- Current New Zealand passport
- Current international passport
- New Zealand firearms licence

### OPTION 2

Provide one of the following:

- New Zealand driver licence
- International driver licence

#### PLUS ONE OF:

- New Zealand birth certificate
- Overseas birth certificate
- New Zealand certificate of citizenship
- Citizenship certificate issued by a foreign Government
- Current credit card, debit card, or eftpos card signed by you and issued by a registered New Zealand bank and a bank statement issued by a registered New Zealand bank dated within the previous 12 months

## Part B: Address verification and bank details

Address verification: Original or certified copy of one of the following:

- Rates notice
- Utility bill (such as electricity or telephone account)
- Bank Statement dated within the last 2 months

#### AND

Bank documents: Original or certified copy of one of the following:

- Bank statement dated within the last 2 months
- Deposit Slip

Note that the statement/deposit slip must match the account details you provided in section BANK ACCOUNT DETAILS.

If you do not provide the necessary information for both Part A and Part B your application will be rejected and your payment returned. Any payments returned to you will not be eligible to accrue any interest.

## Additional Documents for trusts, partnerships, companies, and minors

If you are investing in the name of a trust, partnership or company, you need to provide extra documentation with your application.

Where applicable, these include:

- Copy of resident withholding tax exemption certificate;
- Trust Deed (original certified copy);
- Partnership agreement;
- Company Certificate of Incorporation;
- Constitution, charter or rules for an incorporated society or association;
- Proof of source of funds (letter from a solicitor/accountant, investment statements, audited company accounts).

If you are under 18 years of age, we will require identity verification for you and your parent(s)/ legal guardian(s).

### When investing on behalf of other people

Copies of each of the following are required:

- Power of Attorney
- Certificate of Non-Revocation