



Certification of Documents

If Electronic Verification is selected, then the identification specified does not require certification/verification.

Original documents can be verified by your Craigs Investment Adviser or another Craigs Investment Partners Employee.

Alternatively you can have your identity documents certified by any of the following people:

- Lawyer
- Chartered Accountant
- New Zealand Police Constable
- Justice of the Peace
- Notary Public
- Member of Parliament
- Registered Medical Doctor
- Registered Teacher
- Minister of Religion

The certifier must view the original document and compare it with a scanned or photocopied version, and provide a written statement that **'the documents provided are a true copy and represent the identity of the named individual'**.

The certifier's statement must include their name, occupation, signature and the date of certification. This certification is only valid for three months.

The certifier:

- must be at least 16 years old
- cannot be your spouse or partner
- cannot be related to you
- cannot live at the same address as you
- cannot be involved in the transaction or business requiring the certification

Proof of bank account

Additional information and identification documents must be provided for all account holders where the bank account is in a name other than the name of the Craigs Investment Partners account.

Identification requirements for opening a Craigs Investment Partners account

To comply with our obligations under the Anti Money Laundering and Countering Financing of Terrorism Act (AML/CFT Act) Craigs Investment Partners are required to collect information on the identity and address of our clients. In order to open your account, please complete a Client Agreement form and provide the below supporting documentation where applicable. Identification documents provided must be clear/unobstructed and current at the time of presentation i.e. not expired where an expiry date is applicable to the form of identification.

PROOF OF IDENTIFICATION

For each Individual associated to the account, please provide the following documents (this includes but is not limited to; Director, Trustee, Executor, Settlor, Appointer, Partner, Officer, Authorised Person, Power of Attorney or Beneficial Owner)

Please ensure that none of these documents are cropped or obstructed in any way.

Option 1

A certified/verified photocopy of one of the following:

- New Zealand or overseas passport pages containing name, date of birth, photograph and signature - please include a copy of your Visa page if you are not a NZ or AU citizen
- A national identity card containing name, date of birth, photograph and signature

Option 2

A certified/verified copy of: New Zealand Driver Licence (both sides if expiry is displayed on the back) AND a certified/verified copy of one of the following:

- New Zealand full birth certificate
- Certificate of New Zealand or overseas citizenship
- Credit /debit/eftpos card issued by a registered bank that contains your name and signature - CVC/CVV must not be visible
- Bank/Credit Card statement in your name issued by a registered bank dated within the last 3 months
- A statement issued by a government agency dated within the last 12 months (e.g. IRD; Studylink; ACC) (excluding Rates Bills)
- Super Gold card with signature

Option 3

A certified/verified copy of: New Zealand Firearms Licence AND a certified/verified copy of one of the following:

- Credit /debit card/eftpos card issued by a registered bank that contains your name and signature
- New Zealand Driver Licence
- Super Gold card with signature

For any Minor, a certified/verified copy of:

- Birth certificate/court appointed guardianship document - mandatory
- Passport - optional

PROOF OF RESIDENTIAL REGISTERED ADDRESS



A copy of one of the following issued within the last twelve months that includes your name and address:

- Utilities bill
- Rates bill
- Bank account statement (certified/verified)
- A statement issued to you by a government agency e.g. Inland Revenue.

Proof of bank account

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PROOF OF BANK ACCOUNT



A certified/verified copy of one of the following that includes the bank account holders name, bank account number and identifies the banking institution by name

- Bank account statement
- A document confirming a relationship provided by the bank
- Bank details from online banking – URL must be visible in screenshot

DOCUMENTS REQUIRED FOR ENTITIES



For a Trust

Documents to verify the trust structure and arrangements:

- Copy of original trust deed and any further amendments to the trust
- Charity summary – if applicable
- Source of Funds/Wealth

For a Deceased Estate

Documents to verify the deceased estate structure and arrangements:

- Copy of the certified/verified death certificate AND one of the following:
- Copy of probate including the copy of the will (probate must be sealed in NZ), **OR**
- Copy of will and non production of probate, **OR**
- Letter of administration

For a Company (including Trustee Companies)

Documents to verify the company structure, ownership structure and business of the company:

- Certificate of incorporation
- Company extract (confirming directors & shareholders)
- Financial statements - if applicable
- Minutes of meetings and resolutions – if applicable

For a Partnership

Documents to verify the partnership arrangement, ownership structure and purpose of the partnership:

- A Partnership Agreement or other formal agreement – if formal partnership
- A document confirming proof of informal partnership i.e.
 - Bank statement in partnership name
 - MYIR IRD printout in partnership name
 - Financials in partnership name
- Certificate of registration - if applicable
- Copies of trade registers - if applicable

For an Incorporated Society

Documents to verify the purpose of the club or society and the ownership structure:

- Certificate of incorporation
- Constitution, charter or rules
- Most recent AGM minutes
- Charity summary – if applicable

For an Unincorporated Society or Club

Documents to verify the purpose of the club or society and the ownership structure:

- Objects of the club or society
- Constitution, charter or rules