



CUSTOMER DUE DILIGENCE REQUIREMENTS - AML/CFT ACT 2009

If you are unsure about the validity of your ID documents and to avoid slowing down an outcome to your finance application, please ask one of our team. We can be reached on 0800 21 21 21.

Requirement	Description
(1) Identity Information	<p>For each applicant or individual acting on behalf of a client, we require the following information about them:</p> <ol style="list-style-type: none">1. The individual's full name and date of birth2. If the individual is not the customer, their relationship to the customer3. The individual's address or registered office4. The individual's company identifier or registration number <p>Beneficial owners – for companies, beneficial owners include ALL directors and any shareholder that hold 25% or more of the company. For trusts, beneficial owners include the trustees – we need to get a copy of the trust deed in all cases.</p> <p>Individual acting on behalf – if we are dealing with someone who is working on behalf of our client, even if that individual is not themselves a client, they may be subject to due diligence.</p>
(2) Primary Identity documentation	<p>We must obtain documentation for each individual we receive information for. Primary Identity documentation can be one of:</p> <ol style="list-style-type: none">a) Current NZ Drivers Licence, PLUS an additional form such as Bank card, visa or Statement no more than three months oldb) Current NZ Passport; orc) Current NZ Firearms Licence
(3) Alternative identity documentation	<p>If the primary identity documentation is not available, our requirement depends on size of the transaction or exposure to the client. If the transaction/exposure is \$10,000 or less, we need:</p> <ol style="list-style-type: none">(i) PROOF OF ID – such as a birth certificate, marriage certificate or 18+ card; - <u>AND</u> -(ii) ANY TWO OF: Bank card, utility bill or bank statement showing name and address, community services card or 18+ card (only if 18+ card wasn't used to prove date of birth) <p>For transactions or exposures over \$10,000: it will be elevated to our senior team for approval.</p>
(4) Identity verification	<p>We must verify all identity documentation we have obtained. Identity documentation can be verified in one of 3 ways:</p> <ol style="list-style-type: none">(a) Face to face – if a Real Finance staff member has sighted the original from the individual who we are identifying.(b) Certified copy – A copy of the documentation that has been certified within the past 3 months by a trusted referee, being a individual at least 16 years of age who is<ol style="list-style-type: none">a. a <u>justice of the peace</u>, <u>Kaumatua</u>, or a <u>registered medical doctor</u>, <u>teacher</u>, <u>minister of religion</u>, <u>lawyer</u>, or a <u>notary public</u> or <u>chartered accountant</u>b. The trusted referee must make a statement that they sighted the original and include their <u>name</u>, <u>occupation</u> and <u>signature</u> of the <u>date of certification</u>c. The trusted referee <u>can't be</u> related to the individual, be the spouse of the individual, or a person who lives at the same address as the individual.(c) Online verification – Primary Forms of Identification can be checked online.