

There will have been some changes since you last used a lawyer. We are now required to formally identify some of our clients before acting for them. This is a result of a new law called the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (AML/CFT Act).

From 1st July 2018, we are obliged to comply with the requirements of this Act.

You will now need to bring identification and proof of address documentation to your meeting with us. To save you time and money please take some time to prepare this before our meeting and bring the original documents along with you.

The simplest forms of acceptable identification are:

- ▶ Passport - this adequate on its own
- ▶ NZ Drivers Licence **plus one** of either:
 - Bank Credit Card (embossed and signed)
 - SuperGold card
 - Bank account statement (original)
 - Any statement issued by a government agency (original)
 - Birth Certificate

The simplest documents acceptable to confirm you address are (any one):

- ▶ Rates or Utility bill
- ▶ Bank statement or letter from your bank
- ▶ Car registration
- ▶ IRD notices
- ▶ Letter from an employer
- ▶ Insurance policy documents

There many other forms of suitable identification. If you are unable to provide the above, just give us a call and we will be able to assist you.

We are also required by law to fully understand the reasons and background to the work we will be undertaking for you. We will need to ask you questions in relation to this and on some occasions request further documentation.

Please be aware, we must complete the above before being able to act for you. Please call in advance if you have any questions.

✓	Check list for your meeting
	Identification - original documents must be sighted by our staff
	Address confirmation - originals where possible
	ID and Address confirmation for all people involved
	Call us on (09) 425 8037 if you are unable to provide the above and we will advise alternatives
	Any documentation relevant to the work we will undertake for you