

From 1 January 2019, Real Estate Agents are required to verify the identity of their vendors in accordance with Anti-Money Laundering and Countering Financing of Terrorism Act 2009.

We have developed this flyer outlining the requirements, information and documents we as your agent may ask you to present, as part of this process.

We are legally required to obtain the following information from all of our clients and to verify those details using one of the options listed below:

- Full Legal Name
- Date of Birth
- Residential Address



Individuals:

Option A: Electronic Identification Verification (EIV)

Coffeys have recently partnered with RealYou to provide an electronic identification option for our clients. To run this check all we require is the following information:

- Full legal name
- Drivers licence number and version
- Date of Birth
- Residential Address

The data is entered into a secure web application and checked against DIA, NZTA and LINZ. A PASS or FAIL certificate is provided to us within seconds. We believe this to be faster, more flexible and a less intrusive way to identify our vendors.

If you would like to take advantage of EIV, please just email the necessary information to your Coffeys broker.

OR:

Option B and C will need to be presented in person to your broker who will take a copy or photo of each document and certify that they are a true copy, or the documents can be certified * and mailed to us.

Option B:

Primary Photographic Identification (one of the below)
• NZ Passport
• Overseas Passport
• NZ Firearms Licence

PLUS

Proof of Address (one of the below)
• Utility Bill (must be in individuals name)
• IRD Statement
• Bank Statement (must be in individuals name)

Option C:

Primary Photographic Identification
• Drivers Licence (both sides)

PLUS

One of the Below
• Bank Statement (must be in individuals name)
• Bank Card (numbers and ccv to be hidden)
• IRD Statement



Trusts:

- The Trust Deed and any amendments
- Identity of all Trustees entitled to act on behalf of the Trust including documentary evidence of authority to do so (see individual identity requirements on page one)
- Identity of all Trustees and Settlers (see individual identity requirements on page one)
- Information regarding the Trust's source of funds or wealth
- If the Trust is **not** a Discretionary Trust the names and dates of birth of Trust Beneficiaries, if less than 10. (No requirement to verify these individuals.)



Companies:

- Company Extract (we can download this for you from the Companies Register)
- Certificate of Incorporation (we can download this for you from the Companies Register)
- We are required to identify each individual with a 25% or more shareholding (see individual identity requirements on page one)
- We are required to identify all individuals with effective control of the company & all individuals acting on behalf of the company (see individual identity requirements on page one)

Coffeys have associated with AML Solutions, New Zealand's leading AML/CFT compliance specialists, to administer this legislative requirement. Our brokers have access to an AML App, which allows for secure uploading of these documents, so you can be rest assured your private information is being handled appropriately. For more information visit <https://amlsolutions.co.nz/clientverification/>.

* Where we do not meet a vendor face to face and sight their identity documents, and do not utilise **EIV** as above, we are required to obtain certified identity documents.

Most commonly, we see the following types of trusted referees utilised:

1. Lawyers;
2. Chartered Accountants; and
3. Justice of the Peace.

The trusted referee must not be:

1. related to the client (e.g. cannot be a parent, child, brother, sister, aunt, uncle or cousin); the spouse or partner of the client;
2. a person who lives at the same address as the client; or
3. a person involved in the transaction or business requiring the certification e.g. the lawyer who is doing the conveyancing.

We will need to receive the original (wet ink) certified copies of the identity documents. These can be mailed to:

Coffeys Tourism Property Brokers
PO Box 36092
Merivale
Christchurch 8146