

## How it works

To open new facilities with ASB for a Partnership, we are required by law<sup>1</sup> to verify the identity and address of both the Partnership and key individuals associated with the Partnership.

We collect information in three steps.

### Step 01. Identification



### Step 02. Address



### Step 03. Other information



## Step 01 - Identification

### Partnership

The following documentation can be used:

- Partnership agreement; or
- Accountant prepared financial statements for the previous year; or
- Business tax returns for the previous year; or
- Recent (within 12 months) Taxation notice from the IRD that states the partnership name

If the Partnership is unable to provide one of the above, the Partnership will be identified via the controlling partners (or partners with >25% interest in the partnership) as per steps below.

Where the Partner is a Limited Company, Trust or Limited Partnership, the appropriate identification for these customers is required. Refer to Limited Company, Trust and Limited Partnership Identification Requirements information sheets on our website.

### Key individuals

Examples of the key individuals we will need to identify are listed below:

- Controlling Partners
- Partners (individuals) with >25% interest in the Partnership
- Persons acting on behalf of the Partnership, including FastNet Business administrators and users who authorise, and Visa Business card holders
- Authorised signatories

At least one form of identification needs to contain a photo. Choose from one of the following sets (sets two and three require one primary and one secondary document).

	Primary Identification Document	Secondary Identification Document
Set One	<ul style="list-style-type: none"> <li>✓ Passport (NZ or overseas)</li> <li>✓ New Zealand Firearms Licence</li> </ul>	Not Required
Set Two	<ul style="list-style-type: none"> <li>✓ New Zealand driver licence</li> </ul>	<p>We will perform an electronic NZTA check. If the NZTA check does not bring up a match, then one of the following is required:</p> <ul style="list-style-type: none"> <li>✓ Credit card (with matching signature and embossed name)</li> <li>✓ Debit card (with matching signature and embossed name)</li> <li>✓ SuperGold card</li> <li>✓ Bank statement</li> <li>✓ Government agency statement</li> </ul>
Set Three	<ul style="list-style-type: none"> <li>✓ New Zealand birth certificate</li> <li>✓ Overseas full birth certificate</li> <li>✓ Citizenship certificate (NZ or overseas)</li> </ul>	<ul style="list-style-type: none"> <li>✓ New Zealand driver licence</li> <li>✓ Overseas driver licence (with photo) with an English translation (if required) and accompanied by an International Driving Permit</li> <li>✓ 18+ card</li> <li>✓ New Zealand Armed Forces ID</li> <li>✓ New Zealand Police ID</li> <li>✓ SuperGold card (with photo)</li> </ul>

<sup>1</sup>The Anti-Money Laundering and Countering Financing of Terrorism Act 2009.

## Step 02 - Proof of address

We need to verify the physical address of the Partnership<sup>2</sup> and the physical address of all key individuals associated with the Partnership. Below are some examples of documentation that can be used to verify the key individuals' residential address.

	One item from either List A or List B	Important notes
List A	<ul style="list-style-type: none"><li>✓ Bank statements or correspondence</li><li>✓ Government agency statement</li><li>✓ Registered KiwiSaver or superannuation scheme correspondence</li></ul>	<p>These documents should be no more than 12 months old.</p> <p>The bank cannot accept digital versions.</p> <p>Must show your current residential address.</p>
List B	<ul style="list-style-type: none"><li>✓ Local authority rates or water bill</li><li>✓ Utility bill (gas, power, fixed phone line, internet, SKY TV)</li><li>✓ Current insurance policy</li><li>✓ Signed tenancy or lease agreement</li></ul>	<p>These documents should be no more than 3 months old.</p> <p>Digital copies of utility statements and insurance policy are acceptable provided the statement shows you are taking responsibility for a fixed (non-moveable) service or fixed asset at that same address the statement would otherwise have been posted to.</p> <p>A tenancy or lease agreement must be signed by both the tenant(s) and landlord.</p>

## Step 03 - Other information

If any identification documents are issued by a country other than New Zealand, Australia, The United Kingdom, Canada, France, Germany or the United States of America, we may need to ask you for additional information about your income or assets.

### Document Guidelines

Documents must be originals. We can also accept copies certified by a trusted referee. Please contact us for further information.

Documentation in a foreign language must be accompanied by an independent and certified English translation provided to you by a professional translator.

### Get in touch

For any queries, call our contact centre on 0800 803 804, visit your nearest branch or contact your ASB Relationship Manager.

<sup>2</sup>If the Partnership is not able to provide suitable address verification documentation in its own name, please contact your nearest branch or Relationship Manager for further assistance.