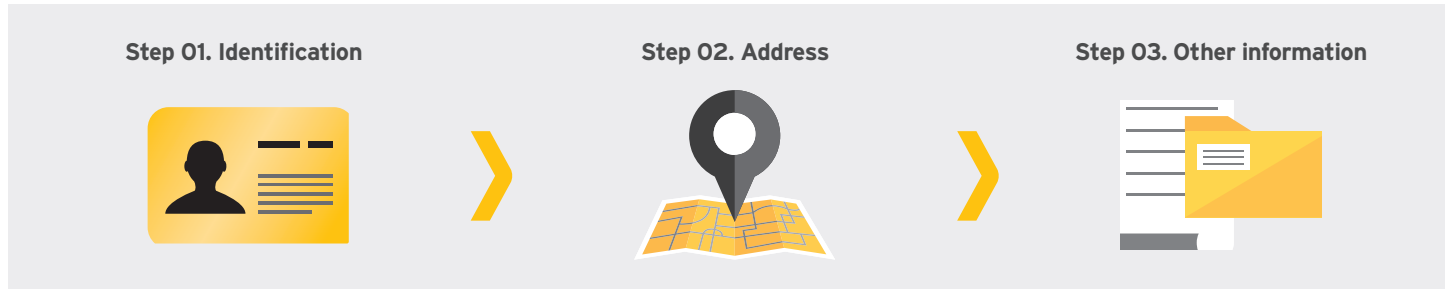


How it works

We are required by law¹ to verify the identity and address of both the Limited Company (“Company”) and key individuals associated with the Company.

We collect information in three steps.



Step 01 - Identification

Company

New Zealand registered Company	Overseas registered Company
<ul style="list-style-type: none"> ✓ Certificate of Incorporation and Companies Office extract , including for any shareholding companies of your company.² 	<ul style="list-style-type: none"> ✓ The equivalent of the Certificate of Incorporation and Companies Office extract from the country of registration, including for any shareholding companies.

Key individuals

The key individuals that require verification will vary depending on the structure of your Company. Please contact us to confirm. Examples of the key individuals we will need to identify are listed below:

- Directors
- Shareholders with greater than 25% interest in the Company
- Persons acting on behalf of the Company, 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"> ✓ Passport (NZ or overseas) ✓ New Zealand Firearms Licence 	None Required
Set Two	<ul style="list-style-type: none"> ✓ New Zealand driver licence 	<ul style="list-style-type: none"> ✓ Non ASB credit card (with matching signature and embossed name) ✓ Non ASB Debit card (with matching signature and embossed name) ✓ SuperGold card ✓ Non ASB bank statement ✓ Government agency correspondence
Set Three	<ul style="list-style-type: none"> ✓ Birth certificate (NZ or overseas) ✓ Citizenship certificate (NZ or overseas) 	<ul style="list-style-type: none"> ✓ New Zealand driver licence ✓ Overseas driver licence (with photo) with an English translation (if required) and accompanied by an International Driving Permit ✓ 18+ card or Kiwi Access card ✓ New Zealand Armed Forces ID ✓ New Zealand Police ID ✓ SuperGold card (with photo) ✓ Student ID (from NZ institutions only) with photo (under 18 only)

¹ The Anti-Money Laundering and Countering Financing of Terrorism Act 2009.

² We can obtain these from the NZ Companies Office website on your behalf.

› Step 02 - Proof of address

The registered office address will be verified using Companies Office information.²

Below are some examples of documentation that can be used to verify the key individuals' residential address.

- These documents should be no more than 12 months old.
- Must show your current residential address.

One item from the list below	Important notes
<ul style="list-style-type: none">✓ Non ASB bank statements or correspondence✓ Government agency correspondence✓ Non ASB registered KiwiSaver or superannuation scheme correspondence✓ Local authority rates or water bill✓ Utility bill (gas, power, fixed phone line, internet, SKY TV, On-account mobile phone)✓ Current non ASB insurance policy (house or contents)✓ IRD correspondence	<ul style="list-style-type: none">• Posted and digital copies of these documents are acceptable• Utility bills and local authority bills sent to a PO Box are acceptable as long as your physical address is included on the statement and there is a fixed service provided to that address• 'On-account' mobile phone statements do not need to contain a fixed service address
<ul style="list-style-type: none">✓ Signed tenancy or lease agreement✓ Correspondence from a qualifying New Zealand educational institution (this must be a boarding hostel, halls of residence or homestay letter confirming the customer's address. This also includes posted fee invoices/receipts)✓ Driver licence containing address (this must be a current (not expired) driver licence from New Zealand, Australia or the United Kingdom that contains your current residential address)✓ Correspondence from a recognised retirement home (must confirm you reside at the rest home/facility and be from a recognised Ministry of Health certified retirement home provider)	<ul style="list-style-type: none">• Documents must be originals• A tenancy or lease agreement must be signed by both the tenant(s) and landlord

› Step 03 - Other information

If your 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.

² We can obtain these from the NZ Companies Office website on your behalf.