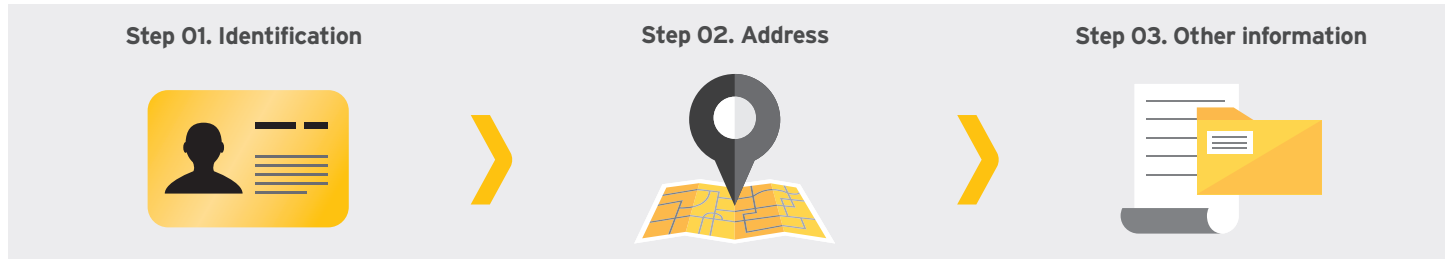


# Limited Partnership Identification Requirements

## How it works

We are required by law<sup>1</sup> to verify the identity and address of both the Limited Partnership and key individuals associated with the Limited Partnership. We collect information in three steps.



## Step 01 - Identification

New Zealand registered Limited Partnership	Overseas registered Limited Partnership
<p>All of the below are to be provided:</p> <ol style="list-style-type: none"> <li>1. Certificate of Incorporation, or Certificate of Registration<sup>2</sup> or Limited Partnership agreement.</li> <li>2. The current Certificate of Incorporation and Companies Office extract<sup>2</sup> for any limited partner (companies) with &gt;25% interest in your Limited Partnership.</li> <li>3. Where the General Partner is a New Zealand registered company, a copy of the current Certificate of Incorporation and Companies office extract is also required for the General Partner<sup>2</sup>.</li> </ol>	<p>All of the below are to be provided:</p> <ol style="list-style-type: none"> <li>1. The equivalent of the Certificate of Incorporation or Certificate of Registration from the country of registration, including for any limited partner (companies) with &gt;25% interest in your Limited Partnership.</li> <li>2. Where the General Partner is an overseas registered Company, the country of registration equivalent of the above information is required.</li> </ol>

### Key individuals

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

- General Partner/s (individuals)
- Director/s of General Partner (company)
- Limited Partners (individuals) with >25% interest in the Limited Partnership
- Persons acting on behalf of the Limited 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>	<ul style="list-style-type: none"> <li>✓ Non-ASB credit card (with matching signature and embossed name)</li> <li>✓ Non-ASB Debit card (with matching signature and embossed name)</li> <li>✓ SuperGold card</li> <li>✓ Non-ASB bank statement</li> <li>✓ Government agency correspondence</li> </ul>
Set Three	<ul style="list-style-type: none"> <li>✓ Birth certificate (NZ or overseas)</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 or Kiwi Access card</li> <li>✓ New Zealand Armed Forces ID</li> <li>✓ New Zealand Police ID</li> <li>✓ SuperGold card (with photo)</li> <li>✓ Student ID (from NZ institutions only) with photo (under 18 only)</li> </ul>

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

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The registered office address will be verified using Companies Office information<sup>2</sup>.

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"><li>✓ Non-ASB bank statements or correspondence</li><li>✓ Government agency correspondence</li><li>✓ Non ASB registered KiwiSaver or superannuation scheme correspondence</li><li>✓ Local authority rates or water bill</li><li>✓ Utility bill (gas, power, fixed phone line, internet, SKY TV, On-account mobile phone)</li><li>✓ Current non ASB insurance policy (house or contents)</li><li>✓ IRD correspondence</li></ul>	<ul style="list-style-type: none"><li>• Posted and digital copies of these documents are acceptable.</li><li>• 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.</li><li>• 'On-account' mobile phone statements do not need to contain a fixed service address.</li></ul>
<ul style="list-style-type: none"><li>✓ Signed tenancy or lease agreement</li><li>✓ 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 and receipts)</li><li>✓ 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)</li><li>✓ 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)</li></ul>	<ul style="list-style-type: none"><li>• Documents must be originals.</li><li>• A tenancy or lease agreement must be signed by both the tenant(s) and landlord.</li></ul>

## › Step 03 - Other information

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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

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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

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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.