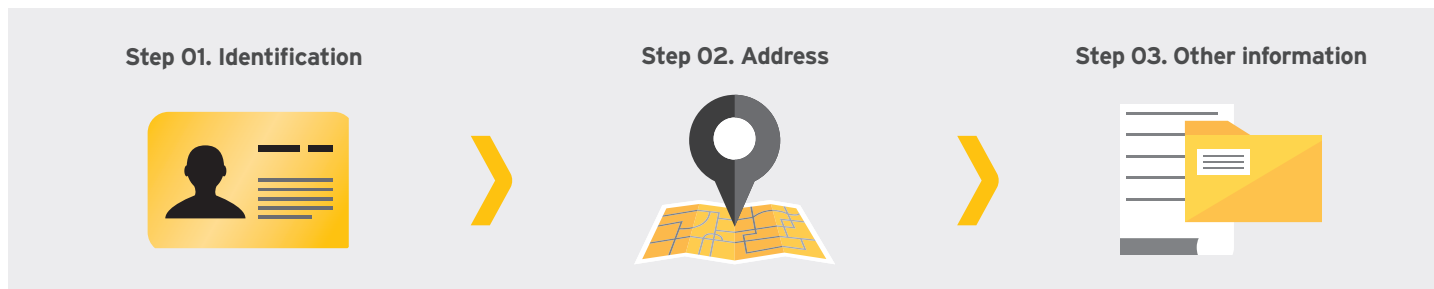


How it works

We are required by law¹ to verify the identity and address of both the Trust and key individuals associated with the Trust. We collect information in three steps.



Step 01 - Identification

Trust

Required information:

1. The Trust deed and any subsequent deeds of appointment or retirement.
2. Verification of the source of wealth and/or the source of funds of the Trust. This refers to how the Trust obtained its wealth or, depending on the purpose of the Trust, how the Settlor or Trustee obtained their wealth. Below are some examples of documentation that can be used to verify the source of wealth for your Trust.

Category	How wealth is generated	Examples of documents
Employment	Wages/Salary	<ul style="list-style-type: none"> ✓ Employment contract, or ✓ Pay slips confirming three last payments, or ✓ Banks statements showing three last incoming payments (transactions must be referenced as 'wages' or 'salary')
Business Proceeds	Revenue generated from operation of business	<ul style="list-style-type: none"> ✓ Audited business financials for the last financial year (prepared by an independent accountant), or ✓ Letter from solicitor/accountant confirming income and amount
Sale of Property	Revenue generated from property sale	<ul style="list-style-type: none"> ✓ Signed sale and purchase agreement showing Trust/individual as vendor, or ✓ Legal documents confirming that the Trust/individual has sold a property
Other/Not listed here	Please call our Contact Centre on 0800 803 804 or contact your Relationship Manager if you require further examples.	

Key individuals

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

- All trustees, including trustee companies and their directors
- All individuals who can act as a trustee on behalf of the trustee company
- All individuals with the power to alter the trust deed
- All non-discretionary beneficiaries
- Persons acting on behalf of the Trust, including FastNet Business administrators and users who authorise, and Visa Business card holders
- Authorised signatories

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

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 institution only) with photo (under 18 only)

Step 02 - Proof of address

We need to verify the physical address of the Trust and of all key individuals associated with the Trust. Where the Trust has no documentation in its own name to verify the address, you may provide a document addressed to a key individual. 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 and 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 an individual normally resides outside of New Zealand, we may need to ask them to provide additional documents or information. We will let you know if there is anything further we require.

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.