

Application / Policy no.



# Identification Verification Statement

An Identification Verification Statement must be completed on behalf of each Owner and Payer applying for specific AIA New Zealand products, in order to comply with the Anti Money Laundering and Countering Financing of Terrorism Act 2009.

1. This statement must be completed by your AIA New Zealand insurance adviser.
2. This statement must be completed on behalf of each Owner and Payer applying for insurance cover. **Multiple statements are required for multiple Owners and Payers.**
3. Acceptable forms of identification are detailed on the back of this form and must be the originals.
4. Where the Owner or Payer is a company, all Beneficial Owners must complete this form.
5. If an adviser is unable to view the original documentation then certified copies by a 'trusted referee' are acceptable. For details of the process refer to page 3.

## Identification details

**Full name of Owner or Payer (1)**

**Relationship to Life Assured**

**Identification type (1)** (include bank name etc.)

**Identification number**  **Expiry date** (if applicable)

**Identification type (2)** (include bank name etc.)

**Identification number**  **Expiry date** (if applicable)

**Full name of Owner or Payer (2)**

**Relationship to Life Assured**

**Identification type (1)** (include bank name etc.)

**Identification number**  **Expiry date** (if applicable)

**Identification type (2)** (include bank name etc.)

**Identification number**  **Expiry date** (if applicable)

## Declaration

I confirm that I have sighted the original/s of the above documentation and proof of identification in respect of the above named Owner(s) and / or Payer(s) and verify that the proof of identity and / or address is correct for the person(s) I have met.

**FA number** (if applicable)

**Name of insurance adviser**

**Signature of insurance adviser** \_\_\_\_\_ **Date**

## Identification and address verification process

If the adviser **has met** the Owner / Payer / Beneficial Owner face to face and sighted the original identification documents:

1. Adviser to take a colour photo of the original identification verification document(s) (via mobile phone, tablet, digital camera)
2. Adviser to complete this Identification Verification Statement
3. Adviser to take colour photo of the original address verification document
4. Adviser to email above documents to AIA New Zealand at nz.newbusiness@aia.com along with FA number, surname of Life Assured, and policy number (if available)

If the adviser **has not met** the Owner / Payer / Beneficial Owner face to face and / or sighted the original identification documents:

1. Owner / Payer to provide adviser or AIA with certified copy(s) of identification verification documents with 'Prescribed Statement' by 'Trusted Referee'
2. Owner / Payer to provide adviser or AIA with certified copy(s) of address verification document with 'Prescribed Statement' by 'Trusted Referee'
3. Adviser to post original certified documents above to AIA New Zealand along with FA number, surname of Life Assured, and policy number (if available)

Please use the Document Certification Instruction sheet attached.

## Acceptable forms of identification verification documents

One of the following photographic IDs; (Option 1)	or:	
	(Option 2) One form of the following (original copy), along with:	A secondary item of:
<ul style="list-style-type: none"> <li>• New Zealand Passport</li> <li>• New Zealand firearms licence</li> <li>• Overseas passport containing full name, date of birth, photograph, signature AND is issued by a foreign government, the United Nations or an agency of the United Nations</li> <li>• National identity card</li> </ul>	<ul style="list-style-type: none"> <li>• New Zealand full birth certificate</li> <li>• Certificate of New Zealand citizenship issued under the Citizenship Act 1997</li> <li>• Foreign birth certificate</li> </ul>	<ul style="list-style-type: none"> <li>• New Zealand drivers licence</li> <li>• 18+ card</li> </ul>
	or:	
	(Option 3) The following (original copy), along with:	A secondary item of:
	<ul style="list-style-type: none"> <li>• New Zealand drivers licence, along with one of:</li> </ul>	<ul style="list-style-type: none"> <li>• A credit card / debit card / eftpos card issued by a registered bank with customer's name and signature on it</li> <li>• A bank statement issued to the customer within the last 12 months from a registered bank</li> <li>• A statement issued by the IRD within the last 12 months with customer's name on it</li> <li>• A statement issued by a government agency within the last 12 months with customer's name on it</li> </ul>

## Acceptable forms of address verification documents

(must show customer's name and physical address and be dated within the last 3 months)

Where the Owner is a company, both the beneficial owners and the company's physical address must be verified

- Power company invoice for power at residential address
- Telephone/internet invoice for services at residential address
- Water rates invoice for water at residential address
- Rates bill for property
- Tenancy agreement
- Bank statement
- Statement from a government agency
- Vehicle registration document

## Beneficial Owner

Beneficial Owner includes:

- All shareholders with over 25% of shares
- All directors
- All senior managers who have authority / control to make decisions and conduct the transaction)
- All people with the ability to appoint / dismiss senior managers; and
- Everyone who has effective control
- The persons on whose behalf a transaction is conducted

(In the case where the customer is a company, this process will apply for all directors as a minimum, and include any other applicable items as above.)



# Document Certification Instruction

1. All Owners / Payers / Beneficial Owners to provide AIA with certified copy(s) of identification documents with 'Prescribed Statement' by 'Trusted Referee'
2. All Owners / Payers / Beneficial Owners to provide AIA a copy of approved address verification document

## Acceptable forms of identification verification documents

<b>One of the following photographic IDs; (Option 1)</b> <ul style="list-style-type: none"> <li>• New Zealand Passport</li> <li>• New Zealand firearms licence</li> <li>• Overseas passport containing full name, date of birth, photograph, signature AND is issued by a foreign government, the United Nations or an agency of the United Nations</li> <li>• National identity card</li> </ul>	<b>or:</b>	
	<b>(Option 2)</b> <b>One form of the following (original copy), along with:</b> <ul style="list-style-type: none"> <li>• New Zealand full birth certificate</li> <li>• Certificate of New Zealand citizenship issued under the Citizenship Act 1997</li> <li>• Foreign birth certificate</li> </ul>	<b>A secondary item of:</b> <ul style="list-style-type: none"> <li>• New Zealand drivers licence</li> <li>• 18+ card</li> </ul>
	<b>or:</b>	
	<b>(Option 3)</b> <b>The following (original copy), along with:</b> <ul style="list-style-type: none"> <li>• New Zealand drivers licence, along with one of:</li> </ul>	<b>A secondary item of:</b> <ul style="list-style-type: none"> <li>• A credit card / debit card / eftpos card issued by a registered bank with customer's name and signature on it</li> <li>• A bank statement issued to the customer within the last 12 months from a registered bank</li> <li>• A statement issued by the IRD within the last 12 months with customer's name on it</li> <li>• A statement issued by a government agency within the last 12 months with customer's name on it</li> </ul>

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## Trusted Referee

Must be over the age of 16 and one of the following:	<ul style="list-style-type: none"> <li>• An employee of the Police who holds the office of constable</li> <li>• Justice of the Peace</li> <li>• Registered Medical Doctor</li> <li>• Registered Teacher</li> <li>• Lawyer (as defined in the Lawyers and Conveyances Act 2006)</li> <li>• Notary Public</li> <li>• New Zealand Honorary Consul</li> <li>• Member of Parliament</li> <li>• Chartered Accountant (within the meaning of section 19 of the New Zealand Institute of Chartered Accountants Act 1996)</li> </ul>
In addition, the Trusted Referee must not be:	<ul style="list-style-type: none"> <li>• Related to the customer</li> <li>• The spouse or partner of the customer</li> <li>• A person who lives at the same address as the customer</li> <li>• Cannot be involved in the actual business financial transaction requiring the certification</li> </ul>

## Prescribed Statement wording

Prescribed Statement for Trusted Referee to write and then sign and date on each copy of identification and address verification documents:

I \_\_\_\_\_ (name) \_\_\_\_\_, of \_\_\_\_\_ (address) \_\_\_\_\_, \_\_\_\_\_ (occupation) \_\_\_\_\_, hereby certify that I have sighted the original of this document and that this is a true copy of the original.