

CUSTOMER DUE DILIGENCE (CDD)

Identity requirements: Lifetime Asset Management Limited (manager of the Garrison Bridge Superannuation Scheme) (Lifetime) is subject to the New Zealand (NZ) Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (the Act). Lifetime is required to conduct CDD in order to identify its customers and verify their identity. If appropriate Identity Requirements are not provided, there may be delays or we may be unable to proceed. **Due to the potential risk of interception or loss of important documentation please do not send any originals to Lifetime.**

PART 1: Proof of your Identity and Date of Birth

A. One form of current & valid primary **photographic** identification; including your name, date of birth, photograph, signature, identification number and dates of issue and expiry. Please note that the copy of the photograph must be clear and a true likeness:

- Passport
- Firearms licence
- Government issued national identity document

OR

B. One form of primary **non-photographic** identification:

- Full birth certificate
- Citizenship certificate - issued by a government;

AND

One current & valid **secondary photographic** identification:

- Driver licence or international driving permit
- 18+ card
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OR

C. NZ Driver licence - current & valid with **photographic** identification;

AND

One of the following:

- A document issued by an NZ registered bank with your name and signature; e.g. credit, debit or eftpos card; or
- A bank statement issued by an NZ registered bank in your name dated within the last 12 months; or



- A document issued by an NZ government agency with your name and signature e.g. SuperGold Card; or
- A statement issued by an NZ government agency dated within the last 12 months e.g. Inland Revenue, Ministry of Justice

Proof of Name Changes: In addition, if any of your documents are in a different name to that on your application, we also require official evidence of your current full legal name and former name, such as maiden name or any other name(s) used e.g.:

- Certificate of marriage, civil union, etc. or entry on a public register.

PART 2: Proof of your permanent Residential Address

In addition to the above - Provide **one** of the following in your name showing current permanent residential address (not PO Box) and dated within the last three months:

- Printout from a registered bank confirming your name and address – stamped and dated by the bank
- Utilities or rates bill (connected to your residence)
- Central or local government agency correspondence
- Government tax department statement
- NZ registered bank statement
- NZ rent or lease agreement
- NZ car registration document
- NZ house insurance policy

Please refer to Head Office for further options/guidance if required.

PART 3: ENHANCED CDD:

Some customers may also be required to provide further evidence of the following:

- source of funds and/or;
- source of wealth

Please refer to Head Office for further details. We will confirm to you if this is required.

PART 4: VERIFICATION INSTRUCTIONS

Who can verify?

Documents in New Zealand or Australia can be **verified** by your Financial Adviser whose company has Terms of business with Lifetime.

Documents can be **certified** in New Zealand by one of the following persons. Your Financial Adviser cannot certify your documents. The person certifying must also be over the age of 16 and cannot be:

your spouse or partner; or related to you; e.g., your parent, child, brother, sister, aunt, uncle or cousin; or a person who lives at the same address as you.

- A lawyer / solicitor; who is a member of a recognised professional body
- A chartered accountant; who is a member of a recognised professional body
- A notary public; who is a member of a recognised professional body
- A justice of the peace
- A registered medical doctor
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Documents can be **certified** outside of New Zealand by a person authorised by law in that country to take statutory declarations or their equivalent.

The verifier/certifier must sight your original documents and add the following statement to the copy. You must provide us with the copy that has the original signature of the certifier/verifier. We cannot accept a scanned copy or photocopy.

Certifiers *"I certify this is a true copy of the original and the photo is a true likeness of the presenter".*

Verifiers *"I verify this is a true copy of the original and the photo is a true likeness of the presenter".*

The verifier /certifier must include his/her name, signature, reference to his/her qualification and the date of verification/certification on each copy. A person certifying outside of New Zealand must also include what role they hold that authorises them to take statutory declarations or their equivalent in that country.

Verification/certification must have been carried out in the 3 months prior to the presentation of the copied documents.

Translations: Where documents are provided in a language that is not English, a translation must be prepared by a translation service. Provide a certified copy of the original document and either a certified copy or the original translation.