

# Anti-Money Laundering Legislation

Dear Client,

In order for us to comply with the requirements of the new Anti-Money Laundering (AML) legislation, we need to obtain certain personal information from you before we can start working with you.

This information includes your full name, evidence of your date of birth, and residential address.

Evidence of your identity can be provided by one of the following forms of ID:

1. Passport
2. NZ Drivers Licence
3. NZ Firearms

Proof of your address can be provided by a copy of a bank statement, a rates demand, or a utility bill. The address in this document must be the same as your current residential address.

When you come to your first appointment, please bring your proof of address and original ID so that we can verify this with you. Alternatively please provide us with a certified copy of your ID. A guide to providing certified copies is attached at the end of this document.

Unfortunately the legislation means that until this has been done, we are unable to do any work until this verification process has been undertaken.

If you have any questions, please don't hesitate to contact us.

Gallie Miles Limited

**Any Questions? Give us a call on 0800 872 0560**

# Client Information - Individual One

Please complete a separate form for each person.

Full Name (photo ID required)

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First Name(s)

Middle Name(s)

Last Name(s)

Contact Details

---

Home

Work

Mobile

Email

Residential Address (proof of address required)

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Address Line One

Address Line Two

City

Postcode

Mailing Address

---

Address Line One

Address Line Two

City

Postcode

Bank Details (proof of bank account required)

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IRD Number

Bank Name

Account Number

Account Name

## Employment Details

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Occupation

Employer

Employer Phone Number

Contact Person

Employer Address

Country Of Residence

Are you a New Zealand permanent resident?

If no, which country are you a permanent resident? \_\_\_\_\_

## Preferences

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Preferred method of contact

Email

Post

Preferred Phone

Mobile

Business

Home

## Check List

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Have you attached:

Photo Identification (Drivers Licence / Passport / Firearms Licence / Other) **Refer To Guide**

Proof of address (e.g. Electricity, gas, phone, or internet account)

Proof Of Bank Account (Bank statement showing account number and name)

How did you hear about us? (Please complete)

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Yellow Pages - Hardcopy

Yellow Pages - Online

Google

Gallie Miles Website

BNI

Chamber of Commerce

Facebook

LinkedIn

Other - specify \_\_\_\_\_

Accountant - specify \_\_\_\_\_

Surveyor - specify \_\_\_\_\_

Broker - specify \_\_\_\_\_

Newspaper - specify \_\_\_\_\_

Real Estate Agent - specify \_\_\_\_\_

Another Law Firm - specify \_\_\_\_\_

Another client - specify \_\_\_\_\_

Friend/relative - specify \_\_\_\_\_

Staff member - specify \_\_\_\_\_

Other - specify \_\_\_\_\_

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# Client Information - Individual Two

Please complete a separate form for each person.

Full Name (photo ID required)

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First Name(s)

Middle Name(s)

Last Name(s)

Contact Details

---

Home

Work

Mobile

Email

Residential Address (proof of address required)

---

Address Line One

Address Line Two

City

Postcode

Mailing Address

---

Address Line One

Address Line Two

City

Postcode

Bank Details (proof of bank account required)

---

IRD Number

Bank Name

Account Number

Account Name

## Employment Details

---

Occupation

Employer

Employer Phone Number

Contact Person

Employer Address

Country Of Residence

Are you a New Zealand permanent resident?

If no, which country are you a permanent resident? \_\_\_\_\_

## Preferences

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Preferred method of contact

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Mobile

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## Check List

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Newspaper - specify \_\_\_\_\_

Real Estate Agent - specify \_\_\_\_\_

Another Law Firm - specify \_\_\_\_\_

Another client - specify \_\_\_\_\_

Friend/relative - specify \_\_\_\_\_

Staff member - specify \_\_\_\_\_

Other - specify \_\_\_\_\_

**Any Questions? Give us a call on 0800 872 0560**

# Guide To Certifying Photo ID

Your identification must be one of the following:

**NZ Passport**

**NZ Driver's Licence (copy of front & back)**

**NZ Firearms Licence**

Any downloaded photo identification must be certified by a trusted referee.

The trusted referee must sight the original ID and make the following statement:

**“I \_\_\_\_\_ have sighted the original identification and certify this is a true copy of the original document and represents a true likeness of the named individual”.**

The trusted referees must also date and sign the copy of the ID and write their full name and position.

A trusted referee must be one of the following:

- a) Justice of the Peace
- b) Chartered Accountant
- c) Lawyer
- d) Minister of Religion
- e) Police officers who hold the office of constable or higher
- f) Registered teacher
- g) Registered medical doctor
- h) Member of Parliament

The trusted referee must NOT be:

- a) Related to the client
- b) A spouse or partner of the client
- c) A person who lives at the same address as the client

**Any Questions? Give us a call on 0800 872 0560**

# Example



I *Tim Jones* have sighted the original identification and certify this is a true copy of the original document and represents a true likeness of the named individual.

Date: *11/11/11*

Signature: *TJones*

Position: *Lawyer*