

Certified Documents

The certifier must view the original document and compare it with a scanned or photocopied version, and provide a written statement that ***'the documents provided are a true copy and represent the identity of the named individual'***.

The certifier's statement must include their name, occupation, signature and the date of certification. This certification is only valid for three months.

The certifier:

- must be at least 16 years old
- cannot be your spouse or partner
- cannot be related to you
- cannot live at the same address
- cannot be involved in the transaction or business requiring the certification

They must be a:

- New Zealand Police Constable
- Justice of the Peace
- Lawyer
- Notary Public
- NZ Chartered Accountant
- Member of Parliament

Note that we can verify documents for you if you bring in the originals.

Identity Verification

Client identity verification documents held by Invest Queenstown Limited must be current, hence you may be asked to update your identity verification documents from time to time. Invest Queenstown may request to sight the original of any identity verification document that has been copied and used by you for identity verification purposes.

Photo ID

Photo ID provided must be of a quality to enable the person's identity to be verified.

Independent Verification

If you are unable to provide us with verified copies of the documentation required then please advise and we will instruct our independent contractor (CDD Outsource) and they will be in touch directly to verify the necessary documentation with you.

Identification Requirements for INDIVIDUALS

To comply with our obligations under the Anti Money Laundering and Countering Financing of Terrorism Act (AML/CFT Act) we are required to collect information on the identity and address of our clients, including any authorised person, parent, guardian, or attorney.

In order for us to be able to act for you in the marketing and sale of your property please provide the following supporting documentation.

PROOF OF IDENTIFICATION

For each individual please provide the original for verification or an original certified copy of one of the following options:

Option 1

- A current Passport; or
- A foreign National Identity Card; or

Option 2

- Current NZ Drivers Licence, AND one of the following:
- NZ Birth Certificate
- Certificate of NZ or Overseas Citizenship
- Credit / Debit card containing your name and signature
- Bank statement issued by a NZ bank in the last 12 months
- Statement issued to you by a Government agency in the last 12 months

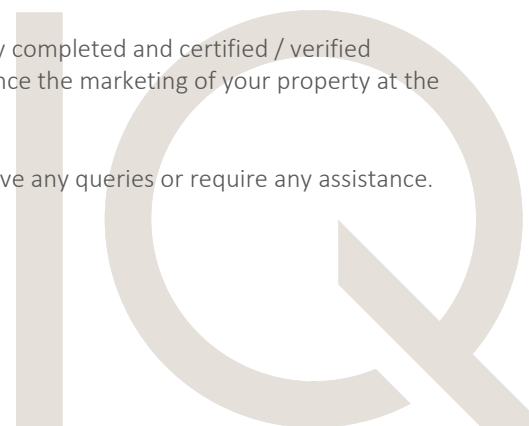
PROOF OF RESIDENTIAL ADDRESS

For each individual please provide the original for verification or an original certified copy of one of the following:

- Utility bill issued in the last 12 months
- Rates bill issued in the last 12 months
- Bank statement issued in the last 12 months
- Government Agency statement (e.g. IRD Statement) issued in the last 12 months

It is in your best interests to provide correctly completed and certified / verified documents to ensure we are able to commence the marketing of your property at the earliest possible time.

Please do not hesitate to contact us if you have any queries or require any assistance.



Certified Documents

The certifier must view the original document and compare it with a scanned or photocopied version, and provide a written statement that ***‘the documents provided are a true copy and represent the identity of the named individual’***.

The certifier’s statement must include their name, occupation, signature and the date of certification. This certification is only valid for three months.

The certifier:

- must be at least 16 years old
- cannot be your spouse or partner
- cannot be related to you
- cannot live at the same address
- cannot be involved in the transaction or business requiring the certification

They must be a:

- New Zealand Police Constable
- Justice of the Peace
- Lawyer
- Notary Public
- NZ Chartered Accountant
- Member of Parliament

Note that we can verify documents for you if you bring in the originals.

Identity Verification

Client identity verification documents held by Invest Queenstown Limited must be current, hence you may be asked to update your identity verification documents from time to time. Invest Queenstown may request to sight the original of any identity verification document that has been copied and used by you for identity verification purposes.

Photo ID

Photo ID provided must be of a quality to enable the person’s identity to be verified.

Independent Verification

If you are unable to provide us with verified copies of the documentation required then please advise and we will instruct our independent contractor (CDD Outsource) and they will be in touch directly to verify the necessary documentation with you.

Identification Requirements for COMPANIES

To comply with our obligations under the Anti Money Laundering and Countering Financing of Terrorism Act (AML/CFT Act) we are required to collect information on the identity and address of our clients, including any authorised person, parent, guardian, or attorney.

In order for us to be able to act for you in the marketing and sale of your property please provide the following supporting documentation.

COMPANY IDENTIFICATION

Please provide a certified / verified copy of:

- Certificate of Incorporation
- Companies Office extract confirming details of Directors and Shareholders

PROOF OF IDENTIFICATION FOR BENEFICIAL OWNERS AND/OR PERSONS ACTING ON BEHALF OF THE COMPANY

For each beneficial owner or person acting on behalf of the company please provide the original for verification or an original certified copy of one of the following options:

Option 1

- A current Passport; or
- A foreign National Identity Card; or

Option 2

- Current NZ Drivers Licence, AND one of the following:
- NZ Birth Certificate
- Certificate of NZ or Overseas Citizenship
- Credit / Debit card containing your name and signature
- Bank statement issued by a NZ bank in the last 12 months
- Statement issued to you by a Government agency in the last 12 months

PROOF OF RESIDENTIAL ADDRESS

For each individual please provide the original for verification or an original certified copy of one of the following:

- Utilities bill issued in the last 12 months
- Rates bill issued in the last 12 months
- Bank statement issued in the last 12 months
- Government Agency statement (e.g. IRD Statement) issued in the last 12 months

Please do not hesitate to contact us if you have any queries or require any assistance.

Certified Documents

The certifier must view the original document and compare it with a scanned or photocopied version, and provide a written statement that ***‘the documents provided are a true copy and represent the identity of the named individual’***.

The certifier’s statement must include their name, occupation, signature and the date of certification. This certification is only valid for three months.

The certifier:

- must be at least 16 years old
- cannot be your spouse or partner
- cannot be related to you
- cannot live at the same address
- cannot be involved in the transaction or business requiring the certification

They must be a:

- New Zealand Police Constable
- Justice of the Peace
- Lawyer
- Notary Public
- NZ Chartered Accountant
- Member of Parliament

Note that we can verify documents for you if you bring in the originals.

Identity Verification

Client identity verification documents held by Invest Queenstown Limited must be current, hence you may be asked to update your identity verification documents from time to time. Invest Queenstown may request to sight the original of any identity verification document that has been copied and used by you for identity verification purposes.

Photo ID

Photo ID provided must be of a quality to enable the person’s identity to be verified.

Independent Verification

If you are unable to provide us with verified copies of the documentation required then please advise and we will instruct our independent contractor (CDD Outsource) and they will be in touch directly to verify the necessary documentation with you.

Identification Requirements for TRUSTS

To comply with our obligations under the Anti Money Laundering and Countering Financing of Terrorism Act (AML/CFT Act) we are required to collect information on the identity and address of our clients, including any authorised person, parent, guardian, or attorney.

In order for us to be able to act for you in the marketing and sale of your property please provide the following supporting documentation.

TRUST DEED

Please provide a certified / verified copy of the Trust Deed showing:

- The name of the Trust
- Names of Trustees and Settlor
- Names of Beneficiaries or class / type of Beneficiaries
- Signatures of all Trustees

IF ANY TRUSTEE IS A TRUSTEE COMPANY

Please provide a certified / verified copy of the Trust Deed showing:

- Certificate of Incorporation
- Companies Office extract confirming details of Directors and Shareholders

SOURCE OF FUNDS

Please provide documentation to verify the source of funds for the Trust. We advise you speak to your Lawyer to provide this information by way of a “Source of Wealth” letter. If they do not have the necessary information available then you may be required to provide additional documentation. For example inheritance verified by providing copy of Will, business income verified by providing financial statements, etc.

Identification requirements for each Trustee, Beneficial Owner, Authorised Person, Settlor, Protector and Advisory Trustee are outlined below.

It is in your best interests to provide correctly completed and certified / verified documents to ensure we are able to commence the marketing of your property at the earliest possible time.

Please do not hesitate to contact us if you have any queries or require any assistance.

Settlor

A document must be provided where a settlor is deceased e.g. Death Certificate.

Who is a beneficial owner?

- Any beneficiary that has a vested interest of more than 10% in the Trust property.
- Any individual (other than the Trustees) who has effective control over the Trust, specific Trust property, or with the power to amend the Trust's deeds, or remove or appoint Trustees.

Independent Verification

If you are unable to provide us with verified copies of the documentation required then please advise and we will instruct our independent contractor (CDD Outsource) and they will be in touch directly to verify the necessary documentation with you.

Identification Requirements for TRUSTEES, ATTORNEYS, BENEFICIAL OWNERS, AUTHORISED PERSONS, SETTLOR, PROTECTOR AND ADVISORY TRUSTEE

PROOF OF IDENTIFICATION

For each individual please provide the original for verification or an original certified copy of one of the following options:

Option 1

- A current Passport; or
- A foreign National Identity Card; or

Option 2

- Current NZ Drivers Licence, AND one of the following:
- NZ Birth Certificate
- Certificate of NZ or Overseas Citizenship
- Credit / Debit card containing your name and signature
- Bank statement issued by a NZ bank in the last 12 months
- Statement issued to you by a Government agency in the last 12 months

PROOF OF RESIDENTIAL ADDRESS

For each individual please provide the original for verification or an original certified copy of one of the following:

- Utilities bill issued in the last 12 months
- Rates bill issued in the last 12 months
- Bank statement issued in the last 12 months
- Government Agency statement (e.g. IRD Statement) issued in the last 12 months

It is in your best interests to provide correctly completed and certified / verified documents to ensure we are able to commence the marketing of your property at the earliest possible time.

Please do not hesitate to contact us if you have any queries or require any assistance.