

From 1 July 2018 accountants must obtain and verify information from new and existing clients including full name, date of birth and residential address. If the client is a Trust or Company that information is required for persons associated with that entity (such as Directors and Shareholders, Trustees and Beneficiaries). In order to verify who you are, we need you to provide proof of your **IDENTITY** and **RESIDENTIAL ADDRESS** from the options below:

**IDENTITY REQUIREMENT**

All forms of photographic ID listed below and used for ID verification and must be the **original document** and **currently valid**.

Identification (Option 1)	Identification (Option 2)	Identification (Option 3)
<p><b><u>One of:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NZ Current Passport</li> <li><input type="checkbox"/> Overseas Current Passport</li> <li><input type="checkbox"/> NZ Firearms Licence</li> <li><input type="checkbox"/> NZ Certificate of Identity</li> <li><input type="checkbox"/> Emergency Travel Document</li> <li><input type="checkbox"/> Foreign-issued National Identity Document</li> <li><input type="checkbox"/> NZ Refugee Travel Document</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Your</b> Current NZ Driver Licence (both sides)</li> </ul> <p><b><u>AND one of:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bank Statement &lt; 12 months old</li> <li><input type="checkbox"/> Government Agency Document containing the person's name and signature (e.g., Super Gold Card)</li> <li><input type="checkbox"/> Government Agency statement issued to you &lt; 12 months old (e.g., ACC or IRD Statement)</li> <li><input type="checkbox"/> A credit card, debit or EFTPOS card issued by a registered NZ Bank (name and signature must be on the card)</li> </ul>	<p><b><u>One of the following forms of photo ID:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current NZ Driver Licence (both sides)</li> <li><input type="checkbox"/> 18+ Card (Hospitality Association)</li> <li><input type="checkbox"/> A valid international driving permit</li> </ul> <p><b><u>AND one of:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NZ Full Birth Certificate</li> <li><input type="checkbox"/> Certificate of N Z Citizenship</li> <li><input type="checkbox"/> Birth Certificate issued by foreign Government</li> <li><input type="checkbox"/> Citizenship Certificate issued by a foreign Government</li> </ul>

**RESIDENTIAL ADDRESS VERIFICATION REQUIREMENT**

<p><b>In addition</b> to the above, you must supply a copy of <b>one</b> form of residential address verification document from the following list <u>which cannot be more than 12 months old:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bank Statement</li> <li><input type="checkbox"/> Utility bill (e.g., phone account, power account, SKY TV account)</li> <li><input type="checkbox"/> Rates bill</li> <li><input type="checkbox"/> Vehicle Registration Notification</li> <li><input type="checkbox"/> Insurance policy document</li> <li><input type="checkbox"/> IRD Statement or letter</li> <li><input type="checkbox"/> Government Agency Statement (e.g., ACC, IRD Statement)</li> <li><input type="checkbox"/> IRD Tax Assessment Notice (New Zealand)</li> <li><input type="checkbox"/> Credit card/bank statements from an active account</li> <li><input type="checkbox"/> Government valuation of property (evidencing ownership)</li> <li><input type="checkbox"/> Tenancy Agreement for a New Zealand address</li> </ul>
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The residential address verification document **must be an original** document and cannot be printed from an online source or in PDF form. The document must be sent to your residential address. Address documents which are sent to your PO Box are not valid. If you do not receive mail in the post at your residential address, then we suggest that you pop into your Bank and ask that they print a customer verification document showing your name and residential address.

In the event that you are unable to provide any of the above information please contact the office and we will arrange for alternative procedures.

**Certification of Documents**

Please see over the page for certification requirements.

# DOCUMENT CERTIFICATION

If you are able to bring your original documents to our office in person, we will verify copies.

In the event that you are unable to bring original documents to our office in person (e.g., out of town) you must have copies of the original documents certified face to face by a Third-Party Referee selected from the list below:

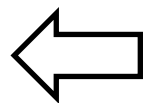
<input type="checkbox"/> Lawyer	<input type="checkbox"/> Justice of the Peace	<input type="checkbox"/> Notary Public	<input type="checkbox"/> Chartered Accountant
<input type="checkbox"/> Police Officer	<input type="checkbox"/> Registered Teacher	<input type="checkbox"/> Minister of Religion/Kaumātua	<input type="checkbox"/> Registered Medical Doctor

For **Photographic identity** certification the Third-Party Referee must sight the original identification and make a statement **ON THE DOCUMENT ITSELF** to the effect - *EXAMPLE BELOW*

I hereby certify that this is a true copy of the original document sighted by me and the photograph is a true likeness.

Dated: .....  
 Full Name: .....  
 Occupation: .....  
 Location: .....  
 Signature: .....

You may wish to complete this and cut this out and affix it to the copy you are going to certify or alternatively complete your certification on the copy by using the format exactly as it is displayed here.



I hereby certify that this is a true copy of the original document sighted by me and the photograph is a true likeness.

Dated: .....  
 Full Name: .....  
 Occupation: .....  
 Location: .....  
 Signature: .....

You may wish to complete this and cut this out and affix it to the copy you are going to certify or alternatively complete your certification on the copy by using the format exactly as it is displayed here.

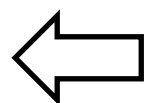


For **document** certification the Third-Party Referee must sight the original document and make a statement **ON THE DOCUMENT ITSELF** to the effect - *EXAMPLE BELOW*

I confirm that I have viewed the original of this document and I certify it is a true and correct copy.

Dated: .....  
 Full Name: .....  
 Occupation: .....  
 Location: .....  
 Signature: .....

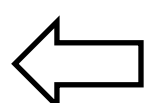
You may wish to complete this and cut this out and affix it to the copy you are going to certify or alternatively complete your certification on the copy by using the format exactly as it is displayed here.



I confirm that I have viewed the original of this document and I certify it is a true and correct copy.

Dated: .....  
 Full Name: .....  
 Occupation: .....  
 Location: .....  
 Signature: .....

You may wish to complete this and cut this out and affix it to the copy you are going to certify or alternatively complete your certification on the copy by using the format exactly as it is displayed here.



The document certification must be carried out in the 3 months prior to the date of presentation of the documents. The certified documents can be scanned and emailed to TvA Limited, [support@tva.co.nz](mailto:support@tva.co.nz) however, the original certified documents **MUST** be forwarded by mail to:

TvA Limited, PO Box 1003, Blenheim 7240.