

SCHOLEFIELD LAW

Client Due Diligence Information

INVERCARGILL & ALEXANDRA



Anti-Money Laundering and Countering Financing of Terrorism

Whether you are an existing client or a new client to the firm when we meet with you to discuss legal matters from 1 July 2018 we are now required by law to obtain more information from you.

This requirement is called “customer due diligence” (CDD). The information we need to gather is similar to what we already do if you are buying or selling a house, but we may require more documentation from you if you are a trustee/settlor of a trust or a director/shareholder of a company.

WHY DO WE NEED TO DO THIS?

From the 1 July 2018 lawyers become a reporting entity under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (AML/CFT Act).

The purpose of the AML/CFT Act is to prevent money laundering or the financing of any terrorism.

By requiring more information from you, we have more knowledge about the transactions we are undertaking on your behalf, and we are able to ensure that we are not in breach of our requirements under the AML/CFT Act.

WHO DOES IT AFFECT?

All of our clients will be asked to provide this information, regardless of the transaction or service we are providing to you. If your matter begins before, but doesn't conclude until after 31 July 2018 you will need to provide us with proof of your identity.

If your matter means you are giving your instructions as trustee or a settlor of a family trust or a director or shareholder of a company we will need to ensure we have seen background documents also.

WHAT DO YOU NEED TO BRING WITH YOU?

PROOF OF YOUR IDENTITY

- We need some form of government issued identification
- Make sure your identification has not expired.
- If we already hold your identification from a previous matter, we will be checking that it is current, if not we will need you to bring us an updated copy

PASSPORT

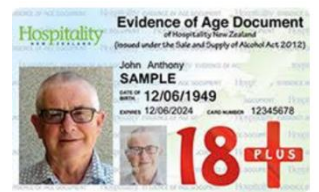


OR

DRIVERS LICENCE or 18+ CARD or SUPER GOLD CARD



OR

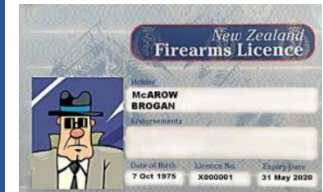


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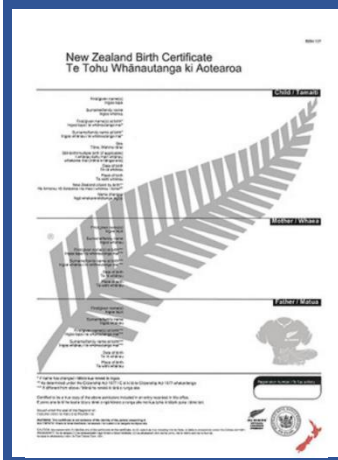
OR

NZ FIRE ARMS LICENCE



AND

BIRTH CERTIFICATE






IN ADDITION TO THE ABOVE FOR TRUSTS & COMPANIES

- We will need a copy of your trust deed or certificates of incorporation;
- Identification And Proof of address for Directors and Trustees is required
- We can talk you through these extra requirements

PROOF OF YOUR ADDRESS

We require proof of your address – this can come in various forms – here are some examples.

MAKE SURE IT IS LESS THAN 3 MONTHS OLD

A Utility Bill	A Rates Bill or Valuation	A Bank Statement
		
OR		OR

HANDY TIP

If your matter is likely to require funds deposited to an account for you then we will also require confirmation of the bank account – it would be worthwhile making your bank account details your proof of address!

CONTACT US

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