

Source of Funds Checklist

Here is a list of all the information and documentation we require to complete client due diligence. Use this checklist to ensure you provide all the correct evidence.

1. Please provide all of the following details

- Your full name
- Address
- Date of birth
- IRD number

2. Identification and address

Please provide certified proof of identification and address verification. Documents must be certified by a Solicitor, Justice of the Peace or Notary Public.

Acceptable forms of identification

ONE form of ID is required if you use one of the following:

- New Zealand passport
- Firearms license
- Overseas passport

OR

TWO forms of ID are required if using a New Zealand driver's licence AND one of the following:

- New Zealand full birth certificate
- Certificate of New Zealand Citizenship
- Overseas citizenship certificate
- Overseas birth certificate
- Bank Statement issued by a NZ registered bank
- SuperGold Card
- New Zealand Defence Photo ID
- 18+ Card
- Police Photo ID
- Community Services Card
- A statement issued by a government agency
- NZ Bank Credit Card, Debit Card or Eftpos Card (with name and signature clearly legible)

Acceptable form of address*

ONE form of the following:

- Utility bill - Power, Gas, Water, Phone (not mobile), Sky or another recurring utility bill for your address
- Rates bill
- Bank account statement
- Government or Government Department document
- Local Council notification/demand
- Rental tenancy agreement
- IRD tax notice/certificate
- Insurance policy document
- Car registration notification/demand
- Educational institution; letter from the education facility must be on letterhead paper and signed by a person in authority confirming the residential address.

**All forms must be dated within the last three months.*

3. Documental evidence

Source of Funds evidence is required before Halliwells can commence work on your matter. Once the evidence has been provided, Halliwells will review and confirm that it complies with our AML/CFT obligations. Once verified, Halliwells will contact you to arrange a telephone appointment.

The Source of Funds evidence must match the purchase price of the property. Please indicate which is applicable to you and provide supporting documental evidence. This evidence may be provided by one or multiple of the following options:

Savings

Bank statements and pay slips

Loan/mortgage

Pre-approval or loan/loan approval

Sold property

Bank statement and/or settlement statement

Inheritance

Distribution statement

Gift

Halliwells requires full name, proof of address and a source of funds completed by the person gifting to you

Other

Please provide details and supporting evidence

4. Written statement

This must be at least 1-2 sentences long explaining how the provided documental evidence confirms the source of funds for the entity.

"As per the provided [documental evidence], this confirms the source of funds for the purchase of the property is derived from..."