

Identification Verification Statement

Only use this form for AIA REAL, Superior Health or other policies issued by AIA International Limited, New Zealand Branch.

An Identification Verification Statement must be completed on behalf of each Policy Owner and Payer applying for specific AIA New Zealand products, in order to comply with the Anti Money Laundering and Countering Financing of Terrorism Act 2009.

1. This statement must be completed by an AIA New Zealand insurance adviser.
2. This statement must be completed on behalf of each Policy Owner and Payer. **Multiple statements are required for multiple Policy Owners and Payers.**
3. Where the Policy Owner or Payer is a company, all Beneficial Owners must complete this form.

1 Identification details

Full name of Owner or Payer (1)

Relationship to Life Assured

Identification type (1)

(include bank name etc.)

Identification number

Expiry date
(if applicable)

Identification type (2)

(include bank name etc.)

Identification number

Expiry date
(if applicable)

Full name of Owner or Payer (2)

Relationship to Life Assured

Identification type (1)

(include bank name etc.)

Identification number

Expiry date
(if applicable)

Identification type (2)

(include bank name etc.)

Identification number

Expiry date
(if applicable)

2 Identification and address verification process

OPTION 1

If the Adviser has met the Policy Owner / Payer / Beneficial Owner face to face and sighted the original identification documents:

1. Adviser to take a colour photo of the original identification verification document(s) (via mobile phone, tablet, digital camera).
2. Adviser to complete this Identification Verification Statement
3. Adviser to take colour photo of the original address verification document
4. Adviser to email above documents to AIA New Zealand at enquireNZ@aia.com along with FA number, surname of Life Assured, and policy number (if available)

For clarification of the acceptable documents please refer to the **Proof of Identity & Address Requirements** set out in Sections A and B on page 2.

OPTION 2

If the Adviser has not met the Policy Owner / Payer / Beneficial Owner face to face and / or sighted the original identification documents:

1. Policy Owner / Payer/ Beneficial Owner to provide adviser or AIA with certified copy(s) of identification verification documents
2. Owner / Payer/Beneficial Owner to provide adviser or AIA with certified copy(s) of address verification document
3. Adviser to forward clear certified scanned documents to AIA New Zealand along with FA number, surname of Life Assured, and policy number (if available)

For clarification of acceptable trusted referees and correct certification wording please refer to the **How to certify/verify a document** section on page 3.

3 Declaration

If Section 2, Option 1 (face to face) applies, I confirm that I have sighted the original/s of the above documentation and proof of identification in respect of the above named Owner(s) and / or Payer(s) and verify that the proof of identity and / or address is correct for the person(s) I have met.

FA number (if applicable)

Name of insurance adviser

Signature of insurance adviser

Date

DD/MM/YYYY

A Proof of identity - Acceptable forms of identification verification documents

Please choose one of the three options:

Option 1	Option 2	Option 3
Provide a certified/verified photocopy of one of: <ul style="list-style-type: none">> Appropriate pages of New Zealand or overseas passport, containing your name, date of birth, photograph and signature> New Zealand firearms licence> New Zealand certificate of identity> Overseas government-issued national identity card, containing your name, date of birth, photograph and signature	Provide a certified/verified photocopy of: <ul style="list-style-type: none">> A New Zealand driver's licence (please note, we require copies of both sides of the licence)	<ul style="list-style-type: none">> New Zealand drivers licence> 18+ card
	AND A certified/verified photocopy of one of: <ul style="list-style-type: none">> ATM (eftpos) card, credit or debit card issued by a New Zealand registered bank, provided your name and signature is on the card> Bank account statement issued in the 12 months immediately preceding the date of application> A printout from a New Zealand registered bank containing customer name and address, stamped by the bank> Statement from a government or local government agency (e.g. IRD or councils) issued in the 12 months immediately preceding the date of application> SuperGold card (with or without photo)	A certified/verified photocopy of one of: <ul style="list-style-type: none">> New Zealand driver's licence> (please note, we require copies of both sides of the licence)> 18+ card> New Zealand Police identification card> New Zealand Defence Forces card> SuperGold card (with photo)

Please note we cannot accept expired documents as proof of identity. In some instances where information you have provided raises matters that require us to investigate further, we will ask for more verification documents.

B Proof of address

Please provide a certified/verified photocopy of one of the following, issued and dated within the last 12 months, showing your current residential address:

- > Utility bill
- > Car registration document
- > Bank account statement
- > Government or local government agency statement (e.g. IRD, or councils)
- > A non-AIA issued insurance policy document
- > A printout from a New Zealand registered bank containing customer name and address, stamped by the bank.

Note: If a bank or government agency statement has been provided as part of Option 2 under proof of identity, and shows your residential address, no further documentation will be required to verify your residential address.

Trusts

A trust must provide a certified/verified photocopy of the trust deed, together with any amendments or supplements relevant to trustees or beneficiaries.

All trustees and settlors or other parties that have control of trust assets must provide:

- Their full name, residential address, relationship to the trust (e.g. trustee), and date of birth

Their **proof of identity** and **proof of address** as per the requirements for individuals outlined earlier in A – Proof of identity and B – Proof of address.

Where the trustee is:

- An approved trustee listed with the Companies Office (e.g., Public Trust, Perpetual Trust Limited, Trustee Executors Limited or The New Zealand Guardian Trust Company Limited); **or**
- A professional trustee company, **or**
- A lawyer or accountant in their professional capacity; **or**
- An entity under the direct control of a lawyer or accountant in their professional capacity; **and** the trustee does not have any operational authority over the facility, **we require a letter on company letterhead confirming:**
 - The relationship with the trust (or entity associated with the trust if applicable); and
 - The name, date of birth and residential address of any individual(s) who may be able to act as a trustee on behalf of the trust.

All trust beneficiaries for non-discretionary trusts:

- a. Who have a greater than 10% entitlement are required to provide their full name and date of birth. Please note, this information is not required to be verified.
- b. Who have a greater than 25% entitlement are required to provide their full name, residential address and date of birth and have the information verified in line with A – Proof of identity and B – Proof of address above.

Trust beneficiaries for discretionary trusts/charitable trusts: The trust must provide confirmation of the class and type of beneficiaries (for example 'the children of Mr John Smith'). This is usually within the trust deed. If it is not possible to identify the class and type of beneficiaries from the trust deed, confirmation of the same (signed by all trustees) must be provided.

Companies

A company must provide the company name, the registered address, the address of the principal place of business (if different to registered address), the industry type, the company registration number, and the date of foundation/incorporation.

All shareholders who own more than 25% must verify their **proof of identity** and **proof of address** as per the requirements for individuals referenced earlier in A – Proof of identity and B – Proof of address.

All directors must verify their **proof of identity** and **proof of address** as per the requirements for individuals referenced earlier in this A – Proof of identity and B – Proof of address.

Overseas owned companies may also be asked to provide a corporate structure which shows all levels of ownership of the company and any individual who owns more than 25% of the ultimate corporate owner along with all directors of that ultimate corporate owner. Please ask us if you have queries about this requirement.

You can find company information online at www.business.govt.nz/companies

How to certify/verify a document

Who can certify:

- New Zealand Honorary Consul
- Lawyer
- Chartered accountant
- Notary public
- Justice of the Peace
- Registered medical doctor
- Registered teacher
- Police officer (with identification number)
- Registrar or Deputy Registrar of a NZ Court

Who can verify:

- AIA advisers

The certifier/verifier cannot be:

- Someone who is related to you; for example, a parent, a child, brother, sister, aunt, uncle or cousin
- A spouse or partner
- A person who lives at the same residential address

Additionally, the certifier cannot be:


A person involved in the transaction or business requiring the certification.

What information to include:

The certifier/verifier must:

1. Sight the original documentation, take a legible colour photocopy or check that a colour photocopy presented matches the original
2. Write their full name, occupation and date; and sign the photocopy
3. Write one of the following statements on each of the copies:
 - a. For photographic identification documents – “I certify/verify that this is a true copy of the original document, which I have sighted; and the photograph is a true likeness.”
 - b. For all other identification documents - “I certify/verify that this is a true copy of the original document, which I have sighted.”

What a certified document looks like:

Full name	
Occupation	
Date	
Signature	
“I certify that this is a true copy of the original document, which I have sighted.”	

Certification/verification must be completed no more than **three months** prior to us receiving it. Please send high quality and clear colour scans of the certified/verified copies, along with your policy number reference, to us at enquireNZ@aia.com

If you have any questions about the requirements for document verification/certification, please contact us at enquireNZ@aia.com, or on **0800 500 108**.

AIA New Zealand Limited

AIA House,
74 Taharoto Road,
Takapuna,
Auckland 0622

Private Bag 92499,
Victoria Street West,
Auckland 1142

Phone (Int.): +64 9 487 9963
Freephone (NZ): 0800 500 108
Email: enquireNZ@aia.com
Web: aia.co.nz



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