

## CLIENT ONBOARDING FORM – INDIVIDUAL(S)

Please complete and return to us as soon as possible

| CONTACT DETAILS                    |        |
|------------------------------------|--------|
| <b>Name</b>                        |        |
| Residential address                |        |
| NZ resident?                       | YES/NO |
| Occupation                         |        |
| Date of birth                      |        |
| Business phone                     |        |
| Mobile                             |        |
| Email                              |        |
| <b>If more than one individual</b> |        |
| <b>Name</b>                        |        |
| Residential address                |        |
| NZ resident?                       | YES/NO |
| Occupation                         |        |
| Date of birth                      |        |
| Business phone                     |        |
| Mobile                             |        |
| Email                              |        |
| <b>Name</b>                        |        |
| Residential address                |        |
| NZ resident?                       | YES/NO |
| Occupation                         |        |
| Date of birth                      |        |
| Business phone                     |        |
| Mobile                             |        |
| Email                              |        |
| Who should receive invoices?       |        |

## FATCA INFORMATION

**If your funds are to be held in our trust account, will you require them to be placed on interest bearing deposit, on call? YES/NO**

If yes, we will need to send you an additional form. Our bank requires the extra form to be completed.

## VERIFICATION OF INDIVIDUALS

If you are meeting with us in person, all individuals must bring IDs and proof of address. Please see the information on the reverse of this form in relation to documents required.

If you are not meeting with us in person, we outsource the verification process to First AML. Please tick the consent below.

I consent to my information being passed to First AML Ltd for the purposes of verifying my identity. I understand that First AML will contact me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

### Why we need to ask you for ID

We must obtain information about our clients to comply with the Anti-Money Laundering and Countering Financing of Terrorism Act 2009, the Foreign Account Tax Compliance (FATCA) and Common Reporting Standards (CRS).

### What information do we need

We require the full name, residential address, date of birth and if you are a NZ resident/citizen. We are also required to verify this information (using ID and proof of address). Depending on the type of transaction, if you are an overseas resident, if there is a trust involved, we may need to ask for further information about the source of funds. Please do not be offended, we are required by law to ask for further information.

### ID options

Your passport is the best option for us to verify your name and DOB. If you do not have a passport you can provide a drivers licence plus a credit card.

### Proof of address

To verify your residential address you can provide us with something like a utility bill or bank statement or a letter from the IRD showing your name and address. This document must be less than 12 months old.

### Need help?

Information can be found on our website [www.alexanderdorrington.co.nz/information-required-from-new-clients/](http://www.alexanderdorrington.co.nz/information-required-from-new-clients/)  
You can also ring us on 09 375 2770 or email [lawyers@alexanderdorrington.co.nz](mailto:lawyers@alexanderdorrington.co.nz)