

Limited Company Identification Requirements.



We are required by Law* to collect information about your Company and details of the key individuals associated to the Company.

There are three steps to complete:



Step 1. Identification.

We need to receive the following identification documentation:

For the Company

- ☐ Certificate of Incorporation and Companies Office Extract (including for any shareholding Companies of your Company).
- ☐ Company Constitution

For key individuals associated to the Company

Please see our guide for acceptable [Individuals ID and Address Verification](#) we require and will accept.

We need to complete this process for:

- ☐ All Directors
- ☐ All shareholders with a shareholding of 25% or more in the Company
- ☐ All individuals who can act on behalf of the Company
- ☐ All authorised signatories who have been authorised by the Directors to operate the account



Step 2. Proof of address.

The registered office address for the Company will be verified using the information on the Company Extract.

We are also required to verify the physical address of all key individuals (as above) of the Company.

Please see our guide for acceptable [Individuals ID and Address Verification](#).



Step 3. Foreign Tax Information.

To meet our obligations to comply with New Zealand tax law, we are also required to obtain foreign tax obligations for any individuals associated to the Company who are tax residents in other countries.

We will require the foreign Tax Information Numbers (or 'TIN') or equivalent for those countries.

Depending of the structure of your Company, we may also need to identify other key individuals associated to your Company or if you have any questions regarding any of the above requirements, please contact us on 0800 727 2265 to make an appointment at your nearest branch to discuss.