

Client  
Onboarding  
Form

# Partnership

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## Client Onboarding Form – Partnership

The Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (**Act**) requires KempsWeir to conduct due diligence on its clients (**CDD**). This form sets out the information we need to start our CDD - we may need additional information to complete our CDD or to update that information from time to time.

This form is to be completed on behalf of a partnership which is a client of KempsWeir (the **partnership**). Each individual who is a *beneficial owner* or acting on behalf of the partnership will need to complete a Client Onboarding Form – Individual. Any company which is a general partner of a limited partnership will need to complete a Client Onboarding Form – Company.

Terms in *italics* are defined in [Part F](#).

If you have any questions about this form, please contact the person you usually deal with at KempsWeir or our Compliance Officer by email at [stuart@kempsweir.co.nz](mailto:stuart@kempsweir.co.nz).

### A. Information about the partnership

Information required	Answers (please complete)
Full name of the partnership	
Address of the partnership	
Name of each <i>beneficial owner</i> of the partnership, which will include: <ul style="list-style-type: none"><li>• for an ordinary partnership, each partner</li><li>• for a limited partnership, each general partner and each individual who owns or controls (directly or indirectly) more than 25% of the partnership interests</li><li>• the CEO, CFO and COO (if any)</li></ul>	
Name of any other individual who may instruct KempsWeir on behalf of the partnership	
Name of any individual on whose behalf the partnership is instructing KempsWeir	
What is the <i>nature and purpose</i> of the partnership's relationship with KempsWeir?	

Is the partnership a vehicle for holding personal assets?	Yes	No
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## B. Documents required to verify the name of the partnership

The Act requires us to obtain documents to verify the name of the partnership. To verify the name of the partnership, please provide the partnership agreement and any variations to the partnership agreement.

## C. Documents required to confirm the address of the partnership

We are also required to obtain documents to confirm the address of the partnership. We can accept any one of the following documents to confirm the address of the partnership:

- Bank statement\*
- Utility bill\*
- Statement issued by a government agency to the partnership (e.g. a statement from the IRD)\*

\* **Note:** These documents must state the address of the partnership and be less than 12 months' old.

## D. Source of wealth and funds (enhanced CDD)

This part is only required to be completed if one or more of the following applies:

- the partnership was not formed in NZ or another *low risk country*
- the address of the partnership and principal place of business is not in NZ or another *low risk country*
- the partnership is a vehicle for holding personal assets
- we advise that details of the partnership's source of wealth and funds are required

Please provide details of the partnership's source of wealth (i.e. the overall body of assets) and the source of funds (i.e. the funds being used in the transaction KempsWeir is being instructed in relation to):

We are required to obtain documents to verify the source of wealth and funds (which you have detailed above) – we have set out below some examples of suitable verification documents:

Source of wealth and funds	Verification documents
Property ownership	<ul style="list-style-type: none"> <li>• Sale and purchase agreement</li> <li>• Ownership database (e.g. LINZ)</li> </ul>
Salary, wages, bonus or commission	<ul style="list-style-type: none"> <li>• Bank statement**</li> <li>• Contract of employment or confirmation of employment</li> <li>• External sources (e.g. websites or social media)</li> <li>• Pay slip</li> </ul>
Investments	<ul style="list-style-type: none"> <li>• Investment statement</li> <li>• Bank statement**</li> <li>• Letter from accountant or financial adviser</li> </ul>

Business income, corporate investments or partnership profits	<ul style="list-style-type: none"> <li>Financial statements</li> <li>Business plan (for a start-up)</li> <li>Contract (for a sole trader or SME start-up)</li> </ul>	<ul style="list-style-type: none"> <li>External sources (e.g. websites)</li> <li>Companies Office (to confirm shareholding and directorships)</li> </ul>
Insurance claim or payout	<ul style="list-style-type: none"> <li>Letter from payer</li> </ul>	<ul style="list-style-type: none"> <li>Bank statement**</li> </ul>
Redundancy or compensation payment	<ul style="list-style-type: none"> <li>Letter from payer</li> </ul>	<ul style="list-style-type: none"> <li>Bank statement**</li> </ul>
Sale of assets	<ul style="list-style-type: none"> <li>Sale agreement</li> <li>External listing from website</li> </ul>	<ul style="list-style-type: none"> <li>Ownership database (e.g. LINZ)</li> </ul>
Inheritance	<ul style="list-style-type: none"> <li>Proof of payment from lawyer's partnership account</li> </ul>	<ul style="list-style-type: none"> <li>Copy of probate or will</li> <li>Letter from executor of estate</li> </ul>
Loan	<ul style="list-style-type: none"> <li>Loan statement or agreement</li> </ul>	<ul style="list-style-type: none"> <li>Letter from loan provider</li> </ul>
Gift	<ul style="list-style-type: none"> <li>Confirmation from person providing gift</li> </ul>	<ul style="list-style-type: none"> <li>Gift letter</li> </ul>
Rental income	<ul style="list-style-type: none"> <li>Rental agreement</li> </ul>	<ul style="list-style-type: none"> <li>Ownership documents</li> </ul>

**\*\* Note:** A bank statement, of itself, is unlikely to be sufficient evidence of source of wealth and funds unless the bank statement adequately identifies where the funds have originated from.

## E. Verification and certification requirements

The documents required to verify the name of the partnership ([Part B](#)) and source of wealth and funds ([Part D](#)) must be verified by an employee of KempsWeir (who must sight the original document and retain a verified copy) or certified by a trusted referee.

Trusted referee requirements		
A trusted referee is one of the following:	<ul style="list-style-type: none"> <li>Commonwealth Representative</li> <li>Member of the Police</li> <li>Justice of the Peace</li> <li>Registered medical doctor</li> <li>A person who has legal authority to take statutory declarations</li> <li>Registered teacher</li> </ul>	<ul style="list-style-type: none"> <li>Lawyer</li> <li>Notary public</li> <li>New Zealand Honorary consul</li> <li>Member of Parliament</li> <li>Chartered accountant</li> <li>Kaumaturia</li> <li>Minister of religion</li> </ul>
However, the trusted referee must not be:	<ul style="list-style-type: none"> <li>Less than 16 years of age</li> <li>Related to a partner or employee of the partnership (e.g. a spouse, partner, parent, child, brother, sister, aunt, uncle or cousin)</li> </ul>	<ul style="list-style-type: none"> <li>A person who lives at the same address as the partnership (or a partner or employee of the partnership)</li> <li>A person involved in the transaction or business requiring the certification</li> </ul>

The verification/certification must:

- include a statement to the effect that the documents provided are a true copy and represent the identity of the named individual;
- include the name, occupation and signature of the employee, agent or trusted referee and the date of verification/certification. If completed by a trusted referee, the trusted referee must specify their capacity to act as a trusted referee (from the list below); and
- have been carried out in the last 3 months.

When certification occurs overseas, copies of international identification must be certified by a person authorised by law in that country to take statutory declarations or equivalent.

## F. Definitions

Term	Meaning
Beneficial owner	An individual who satisfies one or more of the following criteria: <ul style="list-style-type: none"><li>• The individual has effective control of the partnership</li><li>• The individual is a person on whose behalf a transaction is being conducted</li><li>• The individual owns more than 25% of the partnership or person on whose behalf a transaction is being conducted</li></ul>
Low risk country	A country which has a rating of lower, lower-medium or medium on the Know Your Country ratings table. You can check your country at <a href="http://knowyourcountry.com/country-ratings-table">knowyourcountry.com/country-ratings-table</a>
Nature and purpose	Includes such things as: <ul style="list-style-type: none"><li>• The types of services the partnership would like KempsWeir to provide</li><li>• The expected volumes of business and regularity of conduct with KempsWeir</li><li>• The reason why the partnership would like the particular services</li></ul>

## G. Certificate

The partner who has completed this form on behalf of the partnership certifies that:

- the information entered into, and documentation provided with, this form is true and correct;
- each partner has been provided, and agrees to, KempsWeir's Information for Clients and Terms of Engagement (which are available at [kempsweir.co.nz/terms](http://kempsweir.co.nz/terms)) (**Terms**); and
- he or she has authority to give this certificate, and agree to the Terms, on behalf of the partnership and no further resolution, authorisation, consent or approval is required as a condition of the validity or enforceability of this certificate or the Terms.

<b>Signature of partner:</b>	
<b>Date:</b>	

### Notes (for use by KempsWeir)

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