

Client
Onboarding
Form

Society

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Client Onboarding Form – Society

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 an incorporated or friendly society which is a client of KempsWeir (the **society**). Each individual who is a *beneficial owner* or acting on behalf of the society will need to complete a Client Onboarding Form – Individual.

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.

A. Information about the society

Information required	Answers (please complete)
Full name of the society	
Address of the society	
Name of each <i>beneficial owner</i> of the society, which will include: <ul style="list-style-type: none">the president, treasurer, secretary and other committee memberseach individual having a right to (directly or indirectly) more than 25% of the clientthe CEO, CFO and COO (if any)	
Name of any other individual who may instruct KempsWeir on behalf of the society	
Name of any individual on whose behalf the society is instructing KempsWeir	
What is the <i>nature and purpose</i> of the society's relationship with KempsWeir?	

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

The Act requires us to obtain documents to verify the name of the society. To verify the name of the society, please provide the society rules or constitution and any variations.

C. Documents required to confirm the address of the society

We are also required to obtain documents to confirm the address of the society. We can accept either of the following documents to confirm the address of the society:

- Bank statement*
- Utility bill*

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

Please provide details of the society'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 KempesWeir 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"> • Sale and purchase agreement • Ownership database (e.g. LINZ)
Salary, wages, bonus or commission	<ul style="list-style-type: none"> • Bank statement** • External sources (e.g. websites or social media) • Contract of employment or confirmation of employment • Pay slip
Investments	<ul style="list-style-type: none"> • Investment statement • Letter from accountant or financial adviser • Bank statement**

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

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

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"> • The individual has effective control of the society • The individual is a person on whose behalf a transaction is being conducted • The individual owns more than 25% of the society or person on whose behalf a transaction is being conducted
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 knowyourcountry.com/country-ratings-table
Nature and purpose	Includes such things as: <ul style="list-style-type: none"> • The types of services the society would like KempWeir to provide • The expected volumes of business and regularity of conduct with KempWeir • The reason why the society would like the particular services

G. Certificate

The person who has completed this form on behalf of the society certifies that:

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

Signature of authorised person:	
Position:	
Date:	

Notes (for use by KempWeir)