

Authorised Representative Form

Adding Authorised Person(s) for existing account

The below named persons are authorised to act on behalf of:

(Customer name)

Certified proof of Identity and Address is required for each Authorised person

Full Name	Person's relationship to the Applicant	Signature

Please state the number of persons required to sign/counter any instruction:

Removing Authorised Person(s) for existing account

Full Name	Person's relationship to the Applicant	Signature

Declaration

This section must be signed by:

- For a company – If there are two or more company directors then a minimum of two directors need to sign. No witness is required. If there is just one director then that director signs on behalf of the Applicant and their signature must be witnessed.
- For a Trust – All trustees of the Applicant Trust need to sign unless the Trust Deed provides for a majority of trustees; or the trustees have agreed a lesser number of trustees will be able to bind the other trustees; or trustees have their authority to sign on behalf of other trustees. Copy of Trust Deed must be **provided**.
- Authorised person - If you're signing for the Applicant as an authorised person, please provide a copy of the Authority document / power of attorney that grants the authority.

I / We warrant and undertake as follows:

- a. I/we have the authority to bind the Applicant and am/are authorised to complete/execute the application to invest with Amova NZ on its behalf; and
- b. The information provided in connection with this application is complete and correct and I/we will advise Amova NZ if these details change; and
- c. I/we have obtained the consent of any individual(s) whose personal information is provided in connection with this application. They have authorised the collection, use or disclosure of their information in accordance with Amova NZ's Privacy Statement (as stated on the website nz.amova-am.com).
- d. Amova NZ may:
 - i. Collect, use and store the information provided in this application, any information provided at a later date, and information collected from selected external agencies and entities, including Cloudcheck who perform electronic identity verification, to verify customer identity and address in accordance with the requirements of the Anti Money Laundering and Countering Financing of Terrorism Act 2009 (the "purpose"), and
 - ii. Disclose to, and receive from, such selected external and independent agencies and entities, such information about me/us as it considers appropriate for the purpose

Name:	Name:
Signature:	Signature:
Date:	Date:
Role/Designation:	Role/Designation:

Please forward completed form with required documentation

Appendix A – Verification of Identity and Address

The Anti-Money Laundering and Countering Financing of Terrorism Act 2009 requires Amova NZ to verify the identity of new clients. We have two options for identifying clients.

Option 1: Electronic Identity Verification and Proof of Address

Amova NZ can confirm the identity and /or address of many of our clients in New Zealand and Australia electronically, with their permission. Please note that we use an external third party not owned by Amova NZ to conduct identity checks this way. If you select this option, we will send an email or txt message to the relevant persons with a link to conduct the verification process, a webcam or phone camera is required.

- ☐ I consent Amova NZ to electronically verifying the identity and proof of address of the individuals included in this application

Please note, if we are unable to verify the identity of a person using this method, we will contact you to provide certified documents.

Option 2: Certified Copies of Identity Documents – if electronic identity verification is not selected

- ☐ I will provide certified identification documents

Documents requirements

Proof of Identity (must be certified)

Option 1: Please provide one of the following forms of photographic identification:

- Passport
- New Zealand firearms licence

OR

Option 2 (set) - If you do not have any of the above types of identification available you may provide one of the following:

- Birth certificate
- Citizenship certificate

Together with, one of the following forms of photographic identification:

- New Zealand driver licence
- 18+ Card
- Current international driving permit

OR

Option 3 (set) - If you do not have any of the above types of identification available you may provide one of the following:

- New Zealand driver licence

Together with, one of the following:

- Document issued by a registered bank that contains your full name and signature
- Bank statement addressed to you dated within the last 3 months
- Any New Zealand Government Department statement addressed to you dated within the last 3 months
- New Zealand SuperGold Card

Proof of Residential Address (must be certified):

Provide one of the following, issued and dated within the last 3 months, showing your name and current residential address (not a PO Box):

- NZ driver licence (if current address recorded on the licence)
- Bank account statement
- Utility bill
- Rates bill
- Government agency statement

Certification of Documents

Persons eligible to certify documents ("Trusted referee")

All identity and proof of address documents need to be certified as true copies by one of the following 'Trusted referees' (see certification statement below):

- Member of the Police;
- Justice of peace;
- Chartered Accountant;
- Notaries Public/Practicing Solicitor/Lawyer/Commissioners for Oaths;
- Registered medical doctor;
- Members of Parliament;

When certification occurs overseas, a person authorised by law in that country to take statutory declarations or equivalent in the customer's country

Certification requirements

- A Trusted referee must:
 - be at least 16 years of age;
 - not be related to the Applicant;
 - not be the spouse or partner of the Applicant;
 - not be a person who lives at the same address as the Applicant;
 - not be a person involved in the transaction or with Amova NZ.
- The Trusted referee's full name, occupation, signature, contact details (i.e. address and phone number) and the date of certification must be clearly stated on the document.
- The Trusted referee must sight the originals and make a statement to the effect that the documents are a true copy of the original and represent the identity of the named individual (see example below).
- Certification must be carried out in the three months preceding the presentation of the documents.
- Copies of documents with original certification must be provided to Amova NZ.

Example of acceptable certification for photographic identity document	Example of acceptable certification for proof of address or other documents
"I hereby certify this to be a true copy of the original sighted by me and the photograph bears a true resemblance to the named individual presenting the document."	"I hereby certify this to be a true copy of the original document sighted by me."