|  |  |
| --- | --- |
| Subject | Detail Description |
| Licensee Code: | (CWC to assign) |
| Full Name |  |
| Date of Birth |  |
| Nationality |  |
| Permanent Residence |  |
| Current Residential Address |  |
| Mobile Number |  |
| Email |  |
| Category | Licensee Chartered Accountant/Licensee Accountant (Please strike out one) |
| Professioanl Designations | (Please state your membership number in bracket after the designation) |
| Educational Qualifications |  |
| Years of Experience and Industries | Please attach your CV. |
| Specialisations | Compliance / Tax / Statutory Reporting / Company Secretarial / Corporate Finance / Corporate Advisory / Business Advisory / Management Accounting (Please circle three) |
| Photo | Please attach an electronic file of your half body, business dressing, professional photo. |
| Professional Indemnity Insurance | You will be collectively insured and we will ask the Insurer to quote for you?  $ per annum |
| Business Cards | Require/Not Require (Please strike out one) $173.65 /500 pcs |
|  | If require, please state your ID for WeChat, WhatsApp and LINE (if any). |

**Anti-Money Laundering and Countering Financing of Terrorism**

You are required under the Anti-Money Laundering and Counter Financing of Terrorism Amendment Act 2017 to provide the following to us to enable us to conduct the Client Due Diligence test. These include:

Proof of ID

At least one form of identification needs to contain a photo. Choose from one of the following sets (sets two and three require one primary and one secondary document). Please tick the box of the document being provided.

|  |  |  |
| --- | --- | --- |
|  | Primary Identification Document | Secondary Identification Document |
| Set One |  Passport (NZ or overseas)   New Zealand Certificate of Identity   New Zealand refugee travel  document   Emergency travel document   National Identity Card   New Zealand Firearms Licence | Not required |
| Set Two |  Birth certificate (NZ or overseas)   Citizenship certificate (NZ or  overseas) | One of the following is required:   New Zealand driver licence   Overseas driver licence (with photo) with  an English translation (if required) and  accompanied by an International Driving  Permit   18+card   New Zealand Armed Forces ID   New Zealand Police ID   SuperGold card (with photo)   Student ID (from NZ institutions only) with Photo |
| Set Three |  New Zealand driver licence | We will perform an electronic NZTA check. If  the NZTA check does not bring up a match,  then one of the following is required:   New Zealand Bank card – Debit or Credit  (with matching signature and embossed  name)   New Zealand SuperGold card   New Zealand Bank statement   Government agency statement   Student ID (from NZ institutions only) with Photo |

Proof of New Zealand Address

|  |  |  |
| --- | --- | --- |
|  | One Item from either List A or List B | Important Notes |
| List A |  Bank statements or correspondence   Government agency statement   Registered KiwiSaver or  superannuation scheme  correspondence   IRD correspondence | • These documentsshould be no more than 12  months old.  • We cannot accept digital versions.  • Must show your current residential address. |
| List B |  Local authority rates or water bill   Utility bill (gas, power, fixed phone  line, internet, SKY TV)   Current insurance policy   Signed tenancy or lease agreement   Correspondence from a New Zealand  educational institution (e.g. primary  schools, secondary schools, tertiary  institutions, that report under the  Ministry of Education in NZ | These documents should be no more than 3  months old.  • Digital copies of utility statements and  insurance policy are acceptable provided the  statement shows you are taking  responsibility for a fixed (non-moveable)  service or fixed asset at that same address  the statement would otherwise have been  posted to.  • A tenancy or lease agreement must be  signed by both the tenant(s) and landlord.  • Must show your current residential address. |