|  |  |
| --- | --- |
| 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 traveldocument Emergency travel document National Identity Card New Zealand Firearms Licence | Not required |
| Set Two |  Birth certificate (NZ or overseas) Citizenship certificate (NZ oroverseas) | One of the following is required: New Zealand driver licence Overseas driver licence (with photo) withan English translation (if required) andaccompanied by an International DrivingPermit 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. Ifthe 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 embossedname) 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 orsuperannuation schemecorrespondence IRD correspondence | • These documentsshould be no more than 12months 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 phoneline, internet, SKY TV) Current insurance policy Signed tenancy or lease agreement Correspondence from a New Zealandeducational institution (e.g. primaryschools, secondary schools, tertiaryinstitutions, that report under theMinistry of Education in NZ | These documents should be no more than 3months old.• Digital copies of utility statements andinsurance policy are acceptable provided thestatement shows you are takingresponsibility for a fixed (non-moveable)service or fixed asset at that same addressthe statement would otherwise have beenposted to.• A tenancy or lease agreement must besigned by both the tenant(s) and landlord.• Must show your current residential address. |