

Funeral Trust Application Form

Existing client?	Yes ☐ No ☐	CRM no.:
We are obliged under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 to collect and verify information on the identity, address, and account activity of new and existing clients. This also applies to anyone acting on behalf of our clients. The following details are required. Please refer to the <i>Identity documents</i> section on page 3 of this form for our specific requirements		
Title: Mr / Mrs / Miss / Ms (please circle one)		
Full name:		
Address	Street address:	Suburb:
	Town/City:	Postcode:
Home phone		
Work phone		
Mobile		
Email address		
Date of birth		
Preferred funeral director (if any)		
Do you have an existing Perpetual Guardian Will?		
If not, where is your Will held?		

Funeral Trust settlement details

☐ I hereby apply to establish a Funeral Trust for the purpose of payment of my funeral expenses.

I wish to settle the following lump sum amount:

\$ _____ (initial minimum of \$3000)

(Please add the \$150 establishment fee to your amount)

Bank account information for payment:

Account name: GT Client Trust Account

Account number: 02-1269-0044131-20

☐ The terms and conditions of my Funeral Trust shall be as set out in the Funeral Trust Deed dated 9 November 2000, executed by Perpetual Trust Limited.

Privacy Act 2020 Disclosure

The information supplied by you will be retained by Perpetual Guardian in terms of the Privacy Act 2020 and will be used in arranging or administering any product or service provided to you. You have the right to see all personal information held about you by Perpetual Guardian. If the information held about you is inaccurate, you have the right to request a correction.

With your consent, such information may be used to further our relationship with you. This includes the provision of products, services or information that will be of interest. This may be in the form of client newsletters, brochures or offers sent by post or email.

Subject to any statutory or regulatory requirements, the information held will not be disclosed without your consent to anyone outside of Perpetual Guardian.

For more information about how we collect, use, and disclose information about you, including from this form, please see our Privacy Policy at www.perpetualguardian.co.nz.

☐ Please tick here if you do not wish to receive communications about other products or services provided by Perpetual Guardian (either by post or email).

Acknowledgements

☐ I acknowledge my Funeral Trust will be settled and established upon acceptance of this application form and my payment.

☐ I have provided a verified copy of my identification and verified copy of my proof of address.

☐ I have read and understood the Privacy Disclosure

☐ I can confirm the details provided in this form are true and correct.

Signed by client:	Name (please print)	Date
		/ /

Identity documents

You have the option to have your identity and address verified electronically or manually.

OPTION 1 – Electronic identity and address verification

To be eligible for this option you must have a current New Zealand or Australian passport or driver's licence and own or have access to a smartphone with a front facing camera.

If you choose this option please ensure that you have provided us with your contact email address and mobile phone number in the relevant section of this form.

Please also be aware that if we are unable to verify your identity you using this method, we will need to verify your identity manually.

OR

OPTION 2 – Manual identity and address verification

If you choose this option details of acceptable identity and address documents are outlined in **Appendix A** to this form.

Verification

The identity and address documents must be verified. Verification of the documents can be completed in one of two ways:

1. Originals of the identification and address documentation can be presented in person to Perpetual Guardian; or
2. Certified copies of the identity and address documentation can be provided by post.

Certified copies of documents must be signed by a trusted referee such as a Justice of the Peace, Notary Public, Lawyer or Chartered Accountant. If the certification occurs overseas, the trusted referee must be a person authorised by law in that country to take statutory declarations or equivalents in that country.

The full list of trusted referees together with the correct certification wording to be used by the trusted referee is outlined in **Appendix B** to this form

Appendix A - Identity Verification - all ID documents must be current and display the expiry date

Option 1 – verified copy of ONE of the following: - New Zealand passport; - New Zealand firearms licence; - New Zealand certificate of identity; - Overseas passport (issued for the purpose of international travel); - Overseas government issued national identity card - NZ refugee travel document - Emergency travel document (document must contain name, date of birth, signature and photograph)	Option 2 – verified copy of ONE: - New Zealand driver's licence; OR - Overseas driver's licence (licence must contain name, date of birth, signature and photograph) AND ONE: - ATM (EFTPOS) or Credit Card issued by a New Zealand registered bank, provided the name is embossed and contains the signature; - An item issued by a NZ Government agency that contains the person's name and signature, for example a Super Gold Card; - New Zealand Police identification card; - New Zealand Defence Forces card; - New Zealand or overseas full birth certificate; - New Zealand or overseas citizenship certificate;	Option 3 – verified copy of ONE: - New Zealand driver's licence 18+ card; - New Zealand police identification card; - New Zealand Defence Forces card AND ONE: - New Zealand or overseas full birth certificate - New Zealand or overseas citizenship certificate
N.B. When Identification and/or address documents have been certified by a trusted referee, the certification must have been carried out in the three months preceding the presentation of the copied documents.		

Address Verification – examples of suitable address verification include the following (all documents must be dated within the 6 months preceding presentation):

Bank Statement or Bank Correspondence - must confirm a business relationship between bank and client. Internet banking print out or email correspondence will only be accepted if it is confirmed correct by client's bank and given a bank stamp.	Utility Statement – fixed services e.g. gas, electricity - must be a statement/invoice for a utility service at a fixed location that has been posted to the client.
Government agency/Crown entity correspondence (IRD, WINZ, NZTA, Electoral Commission etc.) - must be a statement, letter or invoice that has been posted to the client from a government agency/Crown entity.	Superannuation scheme correspondence- must be a statement/general correspondence that has been posted to the client that confirms the client is a member of a registered superannuation/KiwiSaver scheme.
Local authority rates or water bills - must be a statement or invoice for rates or water that has been posted to the client.	Tenancy Agreement - signed tenancy agreement, showing the current residential address.
Insurance policy correspondence - must be a current insurance policy and/or correspondence that have been posted to the client.	Letter or correspondence to or from a rest home, retirement village or hospital - for exceptions policy only.
Online/Electronic Address Verification – utility statements, local authority rates or water bills and insurance policies. These are accepted provided the statement shows a person taking responsibility for a fixed (non-movable) asset at the same address the statement would otherwise have been posted to.	

Appendix B – Documentation Certification

WHEN CERTIFICATION OCCURS IN NEW ZEALAND

- In New Zealand a trusted referee must be at least 16 years of age and one of the following:
- Commonwealth representative (as defined in the Oaths and Declarations Act 1957)
- Member of the Police
- Justice of the Peace
- Registered medical doctor
- Kaumatua (as verified through a reputable source)
- Registered teacher
- Minister of religion
- Lawyer (as defined in the Lawyers and Conveyancers Act 2006)
- Notary Public
- New Zealand Honorary consul
- Member of Parliament
- Chartered accountant (within the meaning of section 19 of the New Zealand Institute of Chartered Accountants Act 1996)
- Registered nurse
- A person who has the legal authority to take statutory declarations or the equivalent in New Zealand

WHEN CERTIFICATION OCCURS OVERSEAS

- Copies of international identification provided by a Client resident overseas must be certified by a person authorised by law in that country to take statutory declarations or equivalent in the Client's country.

N.B. certified documentation may be forwarded via email but the original certified documentation must also be forwarded via post in all cases.

The trusted referee **must not** be:

- Related to the client; for example a trusted referee cannot be their parent, child, brother, sister aunt, uncle or cousin;
- The spouse or partner of the Client;
- A person who lives at the same address as the Client;
- A person involved in the transaction or business requiring the certification.

The trusted referee **must**:

- Have sighted the original documents; and
- Make a statement confirming the documents provided are a true copy of the originals and represent a true and correct likeness of the named individual; and
- Certification must include the name, occupation or capacity (refer above) to act as a trusted referee and signature of the trusted referee and the date of certification; and
- Certification must have been carried out in the three months preceding the presentation of the copied documents.

The correct certification wording for **photo ID** is as follows:

I certify that this is a true copy of the original document which I have sighted and the photograph is a true likeness

The correct certification wording for **non-photo ID** is as follows:

I certify that this is a true copy of the original document which I have sighted.