

# QuayStreet Funds Additional Individual Details

This completed Form should be returned to:

**QuayStreet Asset Management Limited**  
Client Services  
PO Box 13155  
Tauranga Central  
Tauranga 3141  
  
Phone: 0800 782 900

## MAILING NAME

This is how you would like your correspondence addressed.

## SALUTATION

This is how you would like your communication addressed.

Please complete for each Attorney, Trustee, Executor, Settlor, Director, Partner, Officer, Beneficial Owner or Beneficiary who has not provided their personal details.

## A Name & Address

**Title** *please select one*

Mr  Mrs  Miss  Ms  Dr  Other \_\_\_\_\_

**Full Name** *first, middle and last name*

**Mailing Name**

**Preferred Salutation** *if different from mailing name*

**Residential Address** *where you live, not a PO Box number*

\_\_\_\_\_  
\_\_\_\_\_  
**Post code** | | | | |

**Mailing Address** *if not the same as residential address*

\_\_\_\_\_  
\_\_\_\_\_  
**Post code** | | | | |

## CONTACT DETAILS & COMMUNICATIONS

*Please fill out all details and tick the box identifying the best way for us to contact you*

Home Ph \_\_\_\_\_  Mobile \_\_\_\_\_

Work Ph \_\_\_\_\_  Facsimile \_\_\_\_\_

Email \_\_\_\_\_

Post *as per mailing address* \_\_\_\_\_

## PERSONAL DETAILS, CITIZENSHIP & RESIDENCY STATUS

**Gender**  Male  Female

**Date of Birth** | D | D | | M | M | | Y | Y | Y | Y | |

**Town or City of Birth** \_\_\_\_\_

**Country of Birth**  NZ  Other *specify* \_\_\_\_\_

**Country of Citizenship**  NZ  Other *specify* \_\_\_\_\_

**Country of Residency**  NZ  Other *specify* \_\_\_\_\_

**New Zealand Residency Status** *tick one box only*

Permanent Resident/Citizen  Resident Visa  Work Permit

Long Term Business Visa  Other *specify* \_\_\_\_\_

## Occupation & Employer

**Occupation** \_\_\_\_\_  Retired

**Employer** \_\_\_\_\_

Please contact your Tax Adviser if you require assistance completing this section.

### FOREIGN TAX DETAILS

Please read the Tax residency self-certification instructions in Section C before completing this section. Section C will outline how your foreign tax details are collected, held and disclosed.

### COUNTRY OF TAX RESIDENCE

In general, you will find that tax residence is the country/jurisdiction in which you live.

If you answered yes, to the US question please provide us with one of the following US Tax Identification Numbers (TIN) in the Foreign Tax Details Section.

- > Social Security Number "SSN"
- > Employer Identification Number "EIN"
- > Individual Taxpayer Identification Number "ITIN"
- > Taxpayer Identification Number for Pending U.S. Adoptions "ATIN"
- > Preparer Taxpayer Identification Number "PTIN"

### IDENTITY VERIFICATION

Identity verification documents held by QuayStreet Asset Management Limited must always be current, hence you may be asked to update your identity verification documents from time to time.

QuayStreet Asset Management Limited may request to sight the original of any identity verification document that has been copied and used by you for identity verification purposes.

### PHOTO ID

Photo ID provided must be of a quality to enable the person's identity to be verified.

### THE CERTIFIER:

- > must be at least 16 years old
- > cannot be your spouse or partner
- > cannot be related to you
- > cannot live at the same address as you
- > cannot be involved in the transaction or business requiring certification.

### Public Office

Have you, or an immediate family member, ever held a public office position e.g. diplomat, high level judicial or military or ministerial position in New Zealand or overseas?

No  Yes *specify* \_\_\_\_\_

### TAX DETAILS

Country of Tax Residence  NZ  Other *please specify* \_\_\_\_\_

IRD Number | | | | | | | | | |

I am a US citizen or considered to be a US resident for US tax purposes.

Please ensure you tick either Yes or No  Yes  No

### FOREIGN TAX DETAILS

Please provide your TIN for each country/jurisdiction of tax residency indicated.

If a TIN is unavailable please provide the appropriate reason a, b or c where indicated below:

- a) the country/jurisdiction does not issue TINs to its residents
- b) you are otherwise unable to obtain a TIN or equivalent number (please explain why you are unable to obtain a TIN below if you have selected this reason)
- c) no TIN is required (Note. Only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by such jurisdiction)

Country/Jurisdiction of Tax Residence	TIN	If no TIN available please select reason a, b or c from above if applicable
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Please explain why you are unable to obtain a TIN if you selected reason b above.

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## B Identity Verification Requirements

To comply with our obligations under the Anti-Money Laundering and Countering the Financing of Terrorism Act (AML/CFT Act) we are required to collect information on the identity and address of our unit holders, any person authorised to act on behalf of our unit holders and any beneficial owner of our unit holders, and to verify this information using relevant identification documents.

The collection and verification of information may vary depending on, amongst other things, client type, country of birth and country of residence. In some instances enhanced due diligence may be required in order to complete the account opening process and ensure our continued compliance with the AML/CFT Act. Identification documents provided must be current at the time of presentation i.e. not expired where an expiry date is applicable to the form of identification.

### Certification

All identity documents must be certified by either a Justice of the Peace, a Lawyer, a Notary Public, a New Zealand Chartered Accountant, a New Zealand Police Constable or a Member of Parliament.

Certified documents must include the full name, occupation and an original signature of the certifier and the date of certification. Certification must have been carried out in the three months preceding presentation of the copied documents. The certifier must sight the original documents and make a statement that the documents provided are a true copy and represent the identity of the named individual.

## B1 Proof of Identity for an Adult

For each Individual or Attorney appointed under a Power of Attorney, please provide the following documents:

### Option 1



A certified copy of **one** of the following:

- New Zealand or overseas passport containing your name, date of birth, photograph and signature
- New Zealand firearms licence  
Firearms licence: If you provide us with a certified copy of a firearms licence, please also provide a certified copy of a NZ driver licence or card issued by a registered bank showing your name and signature in order for us to verify your signature on your Client Agreement.
- A national identity card issued by a foreign government, the United Nations or an agency of the United Nations containing your name, date of birth, photograph and signature

OR

**or Option 2** (A New Zealand driver licence and a second document from the list below)

A certified copy of:



- New Zealand driver licence

**AND** a certified copy of one of the following:



- New Zealand full birth certificate
- Certificate of New Zealand or overseas citizenship
- A credit card, debit card or Eftpos card issued by a New Zealand registered bank that contains your full name and signature
- A bank statement issued by a New Zealand registered bank in the 12 months immediately preceding the date of the application
- A statement issued to you by a government agency in the 12 months immediately preceding the date of the application e.g. Inland Revenue
- SuperGold card

## B2 Proof of Identity for a Minor

Please provide a certified copy of the following:



### Required

- Full birth certificate - for Minor; and
- Parent/Guardian proof of identity (as above in section I1)
- New Zealand or overseas passport containing the minor's name, date of birth, photograph and signature (if available); and

### If Guardian

- Guardianship Order (if relevant)

### B3 Proof of Residential Address

A certified copy of one of the following issued within the last three months that includes your name and address:



- Utilities bill
- Rates bill
- Bank account statement
- A statement issued to you by a government agency in the 12 months immediately preceding the date of the application e.g. Inland Revenue

### B4 Proof of Bank Account (only required if contributing by Direct Debit)

Please provide a certified photocopy of ONE of the following:



- A bank encoded deposit slip with pre-printed details of your bank account name and number
- A copy of a cheque for your bank account
- A copy of a bank account statement
- A verification letter or other document of confirmation provided by your bank
- A printed version of your bank account details from your online banking

## C Tax Residency Self-Certification Guidance

**Please read these instructions before completing your foreign tax details.**

Legislation to implement the OECD Common Reporting Standard (“CRS”) and the US Foreign Account Tax Compliance Act (“FATCA”) in New Zealand require Craigs Investment Partners to collect and report certain information about our clients’ tax residence. Each jurisdiction has its own rules for defining tax residence, and jurisdictions have provided information on how to determine if you are resident in the jurisdiction on the OECD Automatic Exchange of Information portal. In general, you will find that tax residence is the country/jurisdiction in which you live. Special circumstances may cause you to be resident elsewhere or resident in more than one country/jurisdiction at the same time (dual residency). If you are a U.S. citizen or tax resident under U.S. law, you should indicate that you are a U.S. tax resident on this form and you may also need to fill in an IRS W-9 form. For more information on tax residence, please consult your tax adviser or the information at the OECD Automatic Exchange of Information portal.

If your tax residence (or the account holder, if you are completing the form on their behalf) is located outside New Zealand, we may be legally obliged to pass on the information in this form and other financial information with respect to your financial accounts to the Inland Revenue Department and they may exchange this information with tax authorities of another jurisdiction or jurisdictions pursuant to intergovernmental agreements to exchange financial account information.

**As a financial institution, we are not allowed to give tax advice.**

Your tax adviser may be able to assist you in answering specific questions on this Client Agreement. Your domestic tax authority can provide guidance regarding how to determine your tax status.

You can also find out more, including a list of jurisdictions that have signed agreements to automatically exchange information, along with details about the information being requested, on the OECD Automatic Exchange of Information portal and the Inland Revenue Department website.