

We are required to verify your identity **before** we set up your IVCM NZ QROPS and accept any contributions or transfers.

We will require either certified copies of identity verification documents, certified by a 'suitably qualified individual'¹ or original documents in accordance with the below.

We would like to make you aware that we may carry out further verification on receipt of the documents or certified copies using an 'electronic money laundering verification service'.

Required Documents

We are required to verify your identity and your address. In order to do this we shall require sight of **one** of the documents listed on List A to verify your identity and **one** of the documents on List B to verify your address. This document cannot be either expired or older than three months at the point of submission, whichever is later.

List A – Identity		List B – Address	
	Current full signed passport		Most recent mortgage statement
	Residency Permit		Current Local Authority tax bill
	Current UK/EEA Photo Driving Licence ²		Local Authority rent card or tenancy agreement
	Current Full UK Driving Licence (old style) ²		Bank/Building Society/Credit Union statement or passbook
	State pension or benefits book/notification letter ²		Current UK/EEA Photo Driving Licence ²
	Inland Revenue tax notification		Current Full UK Driving Licence (old style) ²
	National ID Card		State pension or benefits book/notification letter ²

¹ Acceptable certifiers are members of the judiciary, police or customs officers, lawyers, notary publics, actuaries, accountants who are members of recognised professional bodies, persons with an [active] Controlled Function regulated by the UK Financial Services Authority. In addition, an officer of an embassy, consulate or high commission of the country of issue of the identity document (i.e. passport) can also certify. Whilst this list is not intended to be exhaustive, these are preferable. In the case of any divergence, you should first refer to IVCM before submitting the document

² Please note that although these documents can be used for both the verification of identity and address, you cannot use the same document to verify both

Suitable Certification

A suitable certifier must certify that he/she has seen the original documentation and the certified copy document provided is a complete and accurate copy of the original. He/she will sign and date the copy document, print his/her name, confirm the capacity in which they certify the document and add the official stamp and address of the business office so that contact can be made in the event of a query.