

Client Information Form – Partnerships / Joint Ventures

To meet our requirements under anti-money laundering legislation, we are required to collect certain information and undertake certain background checks before providing services to clients. This form will assist you to provide the information we need to obtain under the legislation.

Please complete this form and return to your Bayleys agent with the required attachments.

A. PARTNERSHIP/JOINT VENTURE DETAILS

Please provide a certified copy of your partnership deed/joint venture agreement together with any resolutions evidencing any amendments. Copies should be certified by a trustee referee (see the end of this form for guidance).

Full name of partnership or joint venture:

Identifier or registration number (if applicable):

Street No:

Street:

Unit:

Suburb:

Town/City:

Postcode:

Country:

Key contact person, including title or position:

Key contact person phone number:

B. NATURE AND PURPOSE FOR ENGAGING BAYLEYS

Please let us know the type of activity you are looking to undertake, the service you require from us and the reason for that service, for example, 'sale of partnership offices for the purposes of relocation'.

C. PROOF OF ADDRESS

Please check the box to indicate the document you are providing. The document needs to be addressed to the partnership or joint venture and dated in the last 12 months. It should be an original document or a copy certified by a trusted referee.

- Letter or Invoice from utility company e.g. power bill
- Bank statement
- Letter from Government agency e.g. rates bill, Inland Revenue correspondence
- Recent services bill which shows the residential address receiving the service e.g. Sky TV bill
- Other. Please detail:

D. LIMITED PARTNERSHIP / GENERAL PARTNER

Is the partnership a limited partnership? YES NO

If so, name of general partner:

If the General Partner is a company, please provide a Company Client Form and the required documents as set out in that form.

E. PARTNER/AUTHORISED PERSON DETAILS

(1) Full name:

(2) Full name:

(3) Full name:

(4) Full name:

Each person listed above may also need to provide an Individual, Company or Trust Client Form (as applicable) and provide the required documents as set out in that form.

F. BENEFICIAL OWNERS OF THE COMPANY

Please provide details of any beneficial owner of the partnership or joint venture, if not otherwise listed in this form.

A 'beneficial owner' is any person (other than the partners):

- who is a partner holding more than 25% of the partnership interests in a limited partnership or joint venture;
- who has effective control of the partnership or joint venture; or
- on whose behalf the transaction is conducted.

(1) Full name:

Designation

(for example: has effective control, person on whose behalf the transaction is conducted)

(2) Full name:

Designation

(for example: has effective control,
person on whose behalf the
transaction is conducted)

(3) Full name:

Designation

(for example: has effective control,
person on whose behalf the
transaction is conducted)

(4) Full name:

Designation

(for example: has effective control,
person on whose behalf the
transaction is conducted)

Each person listed above will also need to provide an Individual Client Form and provide the required documents as set out in that form.

G. ENHANCED CUSTOMER DUE DILIGENCE - SOURCE OF WEALTH / FUNDS

If your Bayleys agent indicates this is required, please provide brief details to evidence the partnership or joint venture's original source of wealth or source of funds (for example: grants, rental income, drawings) in the box below:

Please attach evidence of the way in which you generate income - this might be a copy of the partnership or joint venture's latest tax return, or a bank statement showing regular deposits of income, financial or investment statements. Documents attached should be originals or copies certified by a trusted referee. Please describe the documents you have attached as evidence. Your Bayleys agent may need to ask you to provide further documents:

H. PRIVACY

By signing and submitting this form you consent to the collection, use, disclosure, storage and processing of the personal information you have supplied to us in accordance with the Privacy Act 1993 and our privacy policy (available on our website) and undertake to us that you have been authorised to give that consent on behalf of any other people whose personal information you have supplied to us. In particular, you authorise us to disclose your personal information to:

- a. third parties who perform functions on our behalf, such as hosting and data storage providers and providers who help us meet our obligations under anti money laundering legislation (including for the purpose of verifying your identity and address information);
- b. regulatory bodies or law enforcement agencies as required by law, and
- c. meet our legal obligations, including any ongoing legal obligations under anti money laundering legislation.

You have a right to access and correct all personal information that you have supplied to us.

We will provide you (on request) with the name and address of any entity to which information has been disclosed. You may withdraw your consent at any time.

I. CONFIRMATION

As a partner/person acting in the capacity for the partnership or joint venture (delete one), I confirm that the information above is correct, that I agreed to the Privacy Statement in Section H above, and that I have authority to provide this information.

Full name of partner/ authorised person

Signature of partner/ authorised person

Date:

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* A trusted referee must be over the age of 16, must not be your spouse or partner, related to you, someone who lives at the same address as you or someone with an interest or ownership in your property, or in any way related to the transaction. A trusted referee must be any one of the following:

- | | |
|--|--|
| <input type="checkbox"/> New Zealand Lawyer | <input type="checkbox"/> Registered teacher |
| <input type="checkbox"/> Justice of the Peace | <input type="checkbox"/> Kaumātua |
| <input type="checkbox"/> Notary Public | <input type="checkbox"/> Member of Parliament |
| <input type="checkbox"/> Registered Medical Doctor | <input type="checkbox"/> Minister of Religion |
| <input type="checkbox"/> Chartered Accountant | <input type="checkbox"/> Commonwealth Representative |
| <input type="checkbox"/> Police constable | <input type="checkbox"/> NZ Honorary Consul |

If you are certifying documents overseas, then the documents must be certified by a person who has the legal authority to take statutory declarations or the equivalent in that country.

Certification must have been carried out in the last three months. The trustee referee must sight the original document and make the following statement on the document:

- "I [name], [title], confirm that:
 - I have sighted the original of this document
 - This document which I have signed and dated is a true copy of the original document [and represents a true likeness of [name]]

Original certifications of the photocopied documents must be provided. Scans or photocopies will not be accepted.