

Client Information Form – Estates

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. ESTATE DETAILS

Please provide a certified copy of probate or certified copies of other documentation that establish the legal standing of the estate and confirms the trustees/executor(s) instructing Bayleys on behalf of the estate. Copies should be certified by a trustee referee (see the end of this form for guidance).

Full name of the deceased/estate:

Street No:

Street:

Unit:

Suburb:

Town/City:

Postcode:

Country:

Key contact person, including relationship with estate:

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 property in accordance with the terms of the estate'.

C. EXECUTOR/TRUSTEE DETAILS

(1) Full name:

(2) Full name:

(3) Full name:

(4) Full name:

Each executor/trustee may need to complete an additional Individual, Company or Trust Client Form (as applicable) and provide the required documents as set out in that form.

D. PROOF OF ADDRESS

Please check the box to indicate the document you are providing in order to prove your address. The document needs to be addressed to the estate and dated in the last 12 months¹. 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:

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 an executor/trustee/person acting in the capacity for the estate (select one), I confirm that the information above is correct, that I agreed to the Privacy Statement in Section F above, and that I have authority to provide this information.

Full name of executor/trustee/
authorised person

Signature of executor/trustee/
authorised person

Date:

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¹ Proof of address for an executor/trustee may be accepted where the estate does not have a physical address or is operating from the address of the executor/trustee.

* 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.