



OFFICE USE ONLY

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IRD number issued/confirmed

## IRD number application – Customer Due Diligence

Customer Due Diligence (CDD) is a process that is completed with a New Zealand reporting entity. As part of this process the reporting entity will need to:

- gather information about your identity
- verify your identity to make sure you are who you say you are.

This process aids the detection, management and mitigation of the risk of money laundering and the financing of terrorism.

You must already be, or become, a customer of a New Zealand reporting entity so that CDD can be carried out by them. For more information go to [ird.govt.nz/living-overseas](https://ird.govt.nz/living-overseas)

### When to use this form

Use this form if you're applying for an IRD number as a non-resident or offshore person and have been asked to provide evidence of customer due diligence.

You'll need this proof if you:

- hold a student or work visa
- are identified as an organisation with an offshore person status.

### How to attain Customer Due Diligence

1. You will need to have completed customer due diligence with a New Zealand reporting entity. These reporting entities can be found on lists provided by the Department of Internal Affairs, Reserve Bank of New Zealand or the Financial Market Authority websites.
2. A representative of the New Zealand reporting entity can either:
  - complete the question on this form and sign as a representative, or
  - give you a letter confirming customer due diligence has been completed for yourself or for the entity applying for an IRD number, in accordance with the Anti-Money Laundering and Countering Financing of Terrorism Act 2009.

More information on completing customer due diligence refer to the form **CRS: Due diligence and reporting obligations - IR1049** at [ird.govt.nz/important-documents](https://ird.govt.nz/important-documents)

### New Zealand reporting entity

I

(full name),

of

(name of reporting entity)

confirm customer due diligence has been completed for

(name of applicant, ie, name of person or organisation applying for the IRD number)

in accordance with the Anti –Money Laundering and Countering Financing of Terrorism Act 2009

STAMP

My declaration above is true and correct to the best of my knowledge

Signature

/ /  
Date