

CHECKLIST FOR INITIAL APPOINTMENT

MONEY EMPIRE



REQUIRED INFORMATION

1. Complete Client Detail Form
 - The more information you can provide - the better!
2. Your last 3 months of personal bank statements including transactional, bills and savings accounts.
 - You must have account name and number on the statement.
3. Your last 3 months business bank statements (if applicable)
 - You must have account name and number on statement
4. Your last 6 months of home loan statements (if applicable)
 - You must have account name and number on it
5. Your last 6 months of credit card and personal loan statements (if applicable)
 - All of your credit cards, personal loan and store cards.
6. Property Purchase / Ownership
 - **New property purchase** - Sale & Purchase Agreement
 - **If ownership is under a Trust** - Signed Trust Deed or provide Solicitor details
 - **If Ownership is under a company** - Company name
7. Proof of deposit (if applicable)
 - Bank statements confirming account balance. You must have account name and number on statement.
 - Proof of KiwiSaver
 - Gifting Confirmation
8. Confirmation of income
 - **Employed:** Three most recent payslips or signed letter of employment
 - **Employed with bonuses / commissions:** IR3 Statement of Personal tax summary
 - **Self Employed:** 2 years' business financials or IR3 Statement.
9. Documentation of your current insurance policies
 - Preferably a statement or policy document for all life, medical and house and contents cover you currently have
10. Clear Photo ID - preferably up to date passport or New Zealand Drivers License
11. Most recent notice or utility bill showing proof of address