

## Annex 2: Customer Risk Assessment

To be completed by the Trustee responsible for the Customer

Your responses to the questions below should 'show your working' of how you decided upon the overall risk rating for the underlying Customer.

Assessing the risk associated with each customer is a legal requirement. If you do not carry out the process effectively you put the project and yourself at risk of sanction.

<b>Trustee completing the assessment</b>	
<b>Name of customer</b>	
<b>Date form completed</b>	

<p><b>Explain the transaction</b></p>
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	Customer risk	Comment
Is the Customer or a related party a Politically Exposed Person?		If any of these apply we do not accept this person as a customer.
Is the Customer a trust or other vehicle for holding personal assets?		
Is the Customer or the funds from outside New Zealand?		
Is the Customer a company with nominee shareholders or shares in bearer form?		
Is the Customer involved with new or developing technologies, or products, that might favour anonymity?		
Is the Customer or a related party subject to sanctions?		
Does a Google search show any adverse information about the Customer or related parties?		If Y – Increased / High depending on information revealed
Does the Customer's behaviour give rise to any concerns (e.g. evasive, secretive etc.)?		If Y – High
Has the Customer been identified according to the Trust's procedures to your satisfaction?		If N – High
Are you satisfied with the source of funds? (and record source below)		If N – High

	Product or Service Risk	Comment
Does the transaction involve more than \$1m?		If Y – Increased / High depending on information revealed

	Delivery Risk	Comment
Is the person known to a Trustee?		If N – Increased
Has there been a face-to-face meeting?		If N then increased risk and do not continue until meeting held.

**Are there any other factors that affect the risk rating?** Set these out below. For instance, if the Customer is listed or regulated this may indicate lower risk.

<b>Overall risk assessment:</b>	<b>Standard / High</b>
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**Where risk has been assessed as high, we will not proceed with the customer.**

**Explanation if Standard / High Risk**  
 Include here further explanation of any factors that have led to an overall assessment of Standard or High Risk.

<b>Signed by Trustee completing form:</b>	
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