

# Guide to Identity Documents:

## Companies, Incorporated Societies, Incorporated Charitable Trusts, Partnerships, or Unincorporated Associations

### What do we need as proof of identity?

If you are a **Company, Incorporated Society, Incorporated Charitable Trust, or Authorised Company**, we need to see **ALL** these documents from an **official/independent source**:

- A Certificate of Incorporation
- Confirmation of Directors
- Confirmation of identity of shareholders
- All documents that bind and regulate the entity (e.g. Company Constitution)

If the ownership and control structure is not captured in any of the documents referred to above, a document confirming ownership and control structure

If the Company has a nominee director(s), proof of appointment, e.g.:

- written confirmation from another director confirming the name of the nominee director
- written confirmation of any nominee relationship(s) (formal or informal)
- a copy of a written agreement in place between any nominees and the person whose instructions or directions the nominee follows or is accustomed to follow

If the **Company** has a nominee shareholder(s), written confirmation of shares held.

If you are a **Partnership or an Unincorporated Association**, we need to see a copy of Partnership Deed/Agreement which must show:

- the name of your Partnership/Unincorporated Association
- the names of the Partners/Officers
- the names of other people who can act on behalf of your Partnership/Unincorporated Association
- the legal form and provides proof of its existence
- the ownership and control structure
- the powers that bind and regulate

If you are a **limited partnership**, if applicable, proof of appointment of the nominee general partner e.g.:

- written confirmation from another partner confirming the name of the nominee general partner
- written confirmation of any nominee relationship(s) (formal or informal)
- a copy of a written agreement in place between any nominees and the person whose instructions or directions the nominee follows or is accustomed to follow

### What else is required?

We are also required to verify the identity and address of each Director, Partner, Officer, Beneficial Owner and Authorised Person involved with the organisation. These requirements are outlined on the reverse of this document.

### What do you need to provide to set up a direct debit or direct credit to your Forsyth Barr account?

To set up a direct debit we require a completed Authority to Accept Direct Debits.

To set up a direct credit we require your written instruction to do so.

We also require bank account documentation, for example:

- a bank encoded deposit slip with pre-printed details of bank account name and number
- a cheque
- a bank statement
- a verification letter or other document of confirmation provided by the entity's bank

We are able to pay funds to:

- a bank account in the organisation's name
- the Inland Revenue Department
- to an accountant's trust account or solicitor's trust account

*Please turn over*

## Guide to Identity Documents for: Directors, Partners, Officers, Beneficial Owners and Authorised Persons

### What do we need as proof of identity?

You need to provide the original for verification, or a certified copy of:

- A current New Zealand Passport
- A current New Zealand Firearms Licence
- Overseas passport or a similar document issued for the purpose of international travel which –
  - contains the name, date of birth, a photograph and the signature of the person in whose name the document is issued; and
  - is issued by a foreign government, the United Nations or an agency of the United Nations.
- A national identity card issued for the purpose of identification, that:
  - contains the name, date of birth and a photograph of the person in whose name the document is issued and their signature or other biometric measure included where relevant; and
  - is issued by a foreign government, the United Nations or an agency of the United Nations.

If you can't provide any of those forms of identification, you need to provide the **original** for verification or **certified copies** of your current **New Zealand Driver Licence** (showing both sides of the Licence)

plus **ONE** of these documents:

- Your Birth Certificate or Citizenship Certificate
- A Government agency document with your full name and signature (e.g. SuperGold Card)
- A Government agency statement dated within the last 12 months (e.g. IRD statement)
- A document issued by a registered bank showing your name and signature (e.g. credit/debit card, eftpos card)
- A bank statement dated within the last 12 months issued by a registered bank (delivered by mail, not via internet banking)

### What do we need as proof of residential address?

We need a copy of **ONE** of these documents, dated **within the last 12 months** with your name and address displayed on it:

- Utility or Rates bill
- Telephone bill (for landline or broadband only, cannot be used for mobile phone)
- Insurance policy
- Signed (by the tenant/s and landlord) tenancy or lease agreement
- Share registry statement
- Credit Card statement
- Bank statement
- Government Agency statement (e.g. IRD Statement)
- Electoral Roll entry
- Online White Pages

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### WHAT IS 'A CERTIFIED COPY' OF A DOCUMENT?

A 'certified copy' of a document is one where a trusted referee has viewed the original document and compared it with a scanned or photocopied version. The trusted referee provides a written

statement on the copy to the effect that the copy provided is a true and correct copy and represents your identity. The trusted referee's written statement must include their name, occupation, and

signature and the date of confirmation. Please note: This confirmation is only valid for three months.

### WHO IS A 'TRUSTED REFEREE'?

He or she is someone who:

- is at least 16 years old
- is not your spouse or partner
- is not related to you
- does not live at the same address as you
- is not involved in the business or transaction requiring the certification

They must be a:

- Commonwealth representative
- New Zealand Police Constable
- Justice of the Peace
- Registered Medical Doctor
- Registered Teacher
- Minister of Religion
- Lawyer
- Notary Public
- New Zealand Honorary Consul
- Member of Parliament
- Chartered Accountant
- Kaumātua (both Koroua and Kuia)