

# Guide to Identity Documents: Minors (under 18 years old)

This guide has been prepared to help you fill in our Client Information Schedule. If you have any questions regarding identity verification, please talk to your Investment Adviser on 0800 367 227

## What do we need as proof of the minor's identity?

You need to provide the **original** for verification or an **original certified copy** of a document that has their **full name, date of birth, signature, and photograph** on it. Acceptable documents are:

- A current Passport
- A foreign National Identity Card
- A current New Zealand Firearms Licence\*

We are also required to verify that any person holding themselves out as the parent/guardian of the minor has the authority to act on behalf of the minor. In order for us to do this, please ensure that an original certified copy of the Minor's full birth certificate is provided.

**If we are unable to clearly identify that you are the parent/guardian of the minor and can act on their behalf, we will require additional information to be provided.**

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

If the minor **lives with you**, we do not require proof of the minor's address.

If the minor **does not live with you**, we need a copy of **ONE of these documents, dated within the last 12 months and addressed to the minor:**

- Insurance policy
- Share registry statement
- Bank statement
- Government Agency statement (e.g. IRD Statement)

## What else is required?

We are also required to verify the identity and address of each of the minor's Parents and/or Guardians. These requirements are outlined on the reverse of this document.

\* *Firearms Licence: If you provide us with a certified copy of a Firearms Licence, please also provide a certified copy of a NZ Driver Licence or card issued by a registered bank showing your name and signature in order for us to verify your signature on your Client Agreement.*

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

An 'original 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
- Kaumatua

Please turn over

## Guide to Identity Documents for: Parent and/or Guardians

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

You need to provide the **original** for verification, or an **original certified copy** of a document that has your **full name, date of birth, signature, and photograph** on it, such as:

- A current Passport
- A foreign National Identity Card
- A current New Zealand Firearms Licence\*

If you can't provide any of those forms of identification, you need to provide the **original** for verification or **original certified copies** of your current **New Zealand Driver's 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** and addressed to you:

- |                            |                                                    |
|----------------------------|----------------------------------------------------|
| • Utility or Rates bill    | • Bank statement                                   |
| • Telephone bill           | • Government Agency statement (e.g. IRD Statement) |
| • Insurance policy         | • Electoral Roll entry                             |
| • Share registry statement | • Online White Pages statement                     |
| • Credit Card statement    |                                                    |

If you have already supplied a Bank statement or Government Agency statement as proof of identity, you don't need to supply it again.

\* Firearms Licence: If you provide us with a certified copy of a Firearms Licence, please also provide a certified copy of a NZ Driver Licence or card issued by a registered bank showing your name and signature in order for us to verify your signature on your Client Agreement.