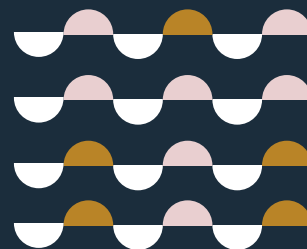


Manual verification - identification and address requirements.



Acceptable forms of identification and address verification

All identification documents must be:

- Original, sighted by a Buddle Findlay staff member, **or**
- A copy certified by a trusted referee (refer to Page 2 – Identity document certification)
- Current, not expired or cancelled
- Clear and legible.

Please provide your identification according to one of the three groups below.

GROUP 1 - ONE FORM OF THE FOLLOWING PRIMARY PHOTO ID:

- New Zealand passport
- New Zealand certificate of identity
- New Zealand firearms licence
- Emergency travel document
- New Zealand refugee travel document.

The below two documents must include customer name, date of birth, photo, signature and be issued by a foreign government, the United Nations or an agency of the United Nations.

- Overseas passport
- National identity card.

OR

GROUP 2 - ONE FORM OF PRIMARY NON-PHOTO ID:

- New Zealand full birth certificate
- Certificate of New Zealand citizenship
- Citizenship certificate issued by a foreign government
- Birth certificate issued by a foreign government.

TOGETHER WITH ONE FORM OF SECONDARY PHOTO ID:

- New Zealand driver licence
- Kiwi Access card / 18+ card
- A SuperGold Card (with photograph)
- A Total Mobility card
- A valid and current international driving permit (this form of photo ID cannot be expired).

OR

GROUP 3 - A NEW ZEALAND DRIVER LICENCE AND:

One of the following forms of alternative ID:

- A document issued by a registered bank that contains the person's name and signature, eg a credit card
- A document issued by a New Zealand Government agency that contains your name and signature, eg a SuperGold card.

The documents listed below must be dated within the last 12 months. Original or online versions are acceptable.

- A statement issued by a registered New Zealand bank
- A statement issued by a New Zealand Government agency.

PLEASE PROVIDE ONE OF THE BELOW FORMS OF PROOF OF ADDRESS:

- Utility bill
- Bank account statement
- Property rates notice
- A document from a financial institution
- A document from a registered bank
- New Zealand insurance policy document
- Current New Zealand residential rental agreement
- New Zealand Electoral roll papers
- A document issued by a New Zealand Government agency, for example IRD, ACC
- A document from a current NZQA registered education provider
- A document from a New Zealand private healthcare provider.

- Can be original or online versions
- Must be dated within the last 12 months and show your current address
- Where documents are not in English please provide a translation
- Must not be targeted promotional or marketing material.

Identity document certification

A certified copy is a photocopy of an original document sighted by a trusted referee.

IN NEW ZEALAND A TRUSTED REFEREE MUST BE AT LEAST 16 YEARS OF AGE AND ONE OF THE FOLLOWING:

- Commonwealth representative (as defined in the Oaths and Declarations Act 1957)
- Member of the police
- Justice of the Peace
- Registered medical doctor
- Kaumātua (as verified through a reputable source)
- Registered teacher
- Minister of religion
- Lawyer (as defined in the Lawyers and Conveyancers Act 2006)
- Notary public
- New Zealand Honorary consul
- Member of Parliament
- Chartered accountant (within the meaning of section 19 of the New Zealand Institute of Chartered Accountants Act 1996)
- A person who has the legal authority to take statutory declarations or the equivalent in New Zealand
- Māori Land Court official (Registrar as defined by Te Ture Whenua Māori Act 1993 or Regional Manager).

In addition, they must **not** be:

- Related to the customer
- A spouse or partner of the customer
- A person who lives at the same address as the customer
- A person who is involved in the transaction or business requiring certification.

Overseas documents must be certified by a person authorised by law in that country to take statutory declarations or equivalent.

CERTIFICATION OF IDENTIFICATION DOCUMENTS MUST INCLUDE:

- Name
- Signature
- Date
- Capacity to act as a trusted referee
- A statement confirming it is a true copy of the original document they have sighted, **and** it represents a true likeness of the named individual.

- Both sides of any double-sided documents should be copied to ensure we have full name, signature and expiry date
- When copies are across multiple pages please ensure every page is certified
- Certification date must be no more than twelve months before the copies are presented to us.

EXAMPLE OF CORRECTLY CERTIFIED ID:



I certify this to be a true copy of the original, which I have sighted, and it represents the identity of the person presenting the document to me for certification.

Dated 1 January 2021.

SSample

A Solicitor of the High Court of New Zealand

Samantha Sample
Solicitor
Auckland