

# Identification & Address Verification

## Entities



When establishing a new banking relationship with you or opening a new account for you we are required under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 to obtain suitable forms of ID as well as a document that confirms your residential address. This is required to protect both you and the Bank.

Your ID should be current and original (or a certified copy - see overleaf)

**Please provide:**

### Trust

1. a) Trust Deed and any subsequent amendments and deeds of appointments **OR** SBS Bank's Trust Deed checklist (refer to Bank to confirm what form of Trust documentation is required).
  - b) Address verification also required for the Trust itself.
  - c) Declaration of "source of wealth" – see application form.
2. Identification and address verification requirements for **individuals** associated to this entity (see overleaf)
  - a) Each Trustee
  - b) The Settlor (Settlor can be excluded if they have no powers in the Trust and are not a Trustee or Beneficiary)
  - c) Other person(s) who will operate the account.

### NZ Registered Company

1. a) Certificate of Incorporation, Company Extract (available from NZ Companies Office)
  - b) Address verification is also required for the Company itself
2. Identification and address verification requirements for **individuals** associated to this entity (see overleaf)
  - a) All Directors
  - b) Any shareholders with a shareholding of 25% or more
  - c) Other person(s) who will operate the account

### Club/Societies

1. a) Constitutional document, rules for the Organisations and/or minutes recording persons authorised to act on behalf of the Organisation
  - b) Address verification also required for the Organisation itself
2. Identification and address verification requirements for **individuals** associated to this entity (see overleaf)
  - a) President, Secretary, Treasurer, current committee or management team
  - b) Other person(s) who will operate this account

### Partnerships

1. a) Partnership Agreement/Financial Accounts
  - b) Address verification also required for the Partnership itself
2. Identification and address verification requirements for **individuals** associated to this entity (see overleaf)
  - a) Each Partner
  - b) Other person(s) who will operate the account

**Please note: Depending on the complexity of your business, trust, organisation or partnership we may need to follow up with you to obtain further information**

*This document is intended as a guide. Identification requirements may change without notice.*

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## Individuals



When establishing a new banking relationship with you or opening a new account for you we are required under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 to obtain suitable forms of ID as well as a document that confirms your residential address. This is required to protect both you and the Bank.

Your ID should be current and original (or a certified legible copy – see below)

**Please provide:**

<b>ANY ONE OF (STAND ALONE)</b>	<b>OR</b>	<b>NEW ZEALAND DRIVER LICENSE</b>	<b>OR</b>	<b>ONE OF</b>
<ul style="list-style-type: none"> <li>✓ New Zealand Passport</li> <li>✓ New Zealand Firearms licence</li> <li>✓ Overseas Passport</li> <li>✓ New Zealand Certificate of Identity</li> <li>✓ New Zealand Refugee Travel Documentation</li> <li>✓ Emergency travel document</li> </ul>		<p style="text-align: center;"><b>WITH ONE OF</b></p> <ul style="list-style-type: none"> <li>✓ Credit Card/Debit Card/EFTPOS Card from a New Zealand registered Bank (name embossed, excludes SBS)</li> <li>✓ SuperGold Card</li> <li>✓ Community Services Card</li> <li>✓ NZ Bank statement issued within the last 12 months (excluding SBS correspondence)</li> <li>✓ NZ Government Agency Correspondence (WINZ, IRD)</li> </ul>		<ul style="list-style-type: none"> <li>✓ New Zealand driver licence</li> <li>✓ Hospitality New Zealand 18+ card</li> <li>✓ SuperGold card with photo</li> </ul> <p style="text-align: center;"><b>WITH ONE OF</b></p> <ul style="list-style-type: none"> <li>✓ New Zealand full Birth Certificate</li> <li>✓ New Zealand Marriage Certificate</li> <li>✓ Certificate of New Zealand citizenship</li> <li>✓ Overseas Citizenship Certificate</li> <li>✓ Overseas Birth Certificate</li> </ul>

### PROOF OF RESIDENTIAL ADDRESS

**Please provide one of the following – must reference your name and current residential address and issued within the last 12 months.**

- Utility bill (power, fixed phone line, gas) (excludes Sky bill)
- Rates bill
- Residential tenancy agreement
- Electronic White Pages
- Bank account statement or Bank correspondence (excludes SBS correspondence)
- Non-bank New Zealand financial institution statement or correspondence
- Government issued document (e.g., IRD, WINZ)
- Companies Office records (If Annual Return filed within 12 months)
- Court document
- Rest/Retirement Home statement or correspondence
- Sales and Purchase Agreement
- Insurance Policy (dwelling)

***If you do not have identification documents described above, please contact SBS Bank on 0800 727 2265. Please note that we may have to request further information from you in accordance with applicable law.***

### CERTIFICATION OF DOCUMENTS

**All identification and address verification documents must be sighted and certified by SBS Bank staff or one of the following approved persons:**

- Justice of the Peace
- NZ Police employee (Sergeant or above)
- NZ Lawyer/Solicitor
- Court Official
- Notary Public
- NZ Honorary Consul
- NZ Chartered Accountant

**Note:**

- The person authorised to certify the documents must ensure the original and copy are identical and make a statement confirming the documents are a true and correct copy of the original document
- The person certifying the documents must be 18 years old or older and cannot be related to you, your spouse or partner or a person who lives at the same address as you and must not be a party to the account or transaction.
- Certification must include their printed name, occupation, signature and date of certification. Where possible the document should be stamped or sealed noting the authority of that person (i.e., Justice of the Peace stamp, Police stamp)
- Certification must be signed and dated by the certifier within 3 months prior to presentation of the copied documents to the bank.
- The Bank's staff reserve the right to contact the certifier to confirm that witnessing took place.
- Copies of identification provided by a member residing overseas must be certified by a person who by law in that county can take statutory declarations or equivalent.

***If your documents are not in English, you must provide a translation of them. Translations must be prepared by an official translation service recognised by the Bank.***

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