

Children's Identification Requirements.



What you will need

This document explains the verification requirements for children joining SBS Bank. Parents/guardians are required to be linked with a child's account until the age of 18.

SBS Bank is legally required to properly identify both children and parents/guardians when you want to open a bank account.

There are three steps to complete:



Step 1. Identification.

Please bring your child's:

- ☐ Birth Certificate

Please also bring suitable ID for yourself – refer to the Identification & Address Verification Individuals guide which is available on request or from www.sbsbank.co.nz



Step 2. Proof of relationship.

Please bring one of the following items to confirm your relationship to the child as either a parent or guardian:

- ☐ Birth Certificate
- ☐ Adoption Papers
- ☐ Guardianship Documents – appropriate documentation is required to confirm the form of legal guardianship



Step 3. Proof of residential address if required.

Your proof of residential address should be an original (or a certified copy – see over)

The address document must be addressed to either the child or parent/guardian. All forms must reference your name and current residential address, be a complete document and be issued within the last 12 months. You can choose one of the following acceptable forms of address verification:

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| ☐ Utility bill - issued by local authority (power, phone, gas, internet, SKY) | ☐ Electronic White Pages |
| ☐ Rates or water notice/invoice – issued by local authority | ☐ Insurance Policy (housing or contents) – contains a unique policy or reference number – does not include quotes. |
| ☐ Non-SBS Bank account statement or Bank correspondence | ☐ Unexpired residential tenancy agreement – signed by both tenant and landlord |
| ☐ Non-bank New Zealand financial institution statement or correspondence | ☐ Vehicle Registration notification issued by NZTA |
| ☐ NZ Central Government Agency Correspondence (WINZ, IRD) | ☐ Rest/Retirement Home statement or correspondence – must confirm you reside at the rest/home and be from a recognised Ministry of Health certified retirement home provider) |
| ☐ Registered Kiwisaver or superannuation scheme correspondence/statement | |
| ☐ Companies Office records (if Annual Return filed within 12 months) | |

Continued overleaf ...



Certification of documents

If you are not able to provide SBS bank with the original documents in person, a “certified copy” of the original document can be provided. A certified copy is a photocopy of an original document that has been certified by an approved trusted referee (certifier) as listed below.

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| ☐ Justice of the Peace (JP's often hold public sessions at libraries, community centres or Citizen Advice Bureaus) | ☐ NZ Honorary Consul |
| ☐ NZ Police employee (sworn member of the Police) | ☐ NZ Chartered Accountant |
| ☐ NZ Lawyer/Solicitor | ☐ NZ Registered Legal Executive |
| ☐ Court Registrar | ☐ Registered Medical Doctor |
| ☐ Notary Public | ☐ Kaumātua |
| | ☐ Registered Teacher |

Certification standards

Certification must:

- ☐ include the certifiers printed name, occupation/role, 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)
- ☐ be signed and dated by the certifier within 12 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 certification took place.

Copies of identification provided by a member residing overseas must be certified by a person who by law in that country can take statutory declarations or equivalent. Refer to the bank for further guidance.

- Certified copies presented in person must be visually compared to the person to establish likeness.
- The persons photograph on the certified copy must be clearly visible.

The trusted referee must:

- ☐ be 16 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.
- ☐ ensure the original and copy are identical and make a statement confirming the documents are a true and correct copy of the original document they have sighted.
 - If the document provided has a photo image the certifier must state on the copy:
"I verify this to be a true and correct copy of the original document, which I have sighted, and it represents a true likeness of the individual".
 - If the document provided doesn't have a photo the certifier must state on the copy:
"I verify this to be a true and correct copy of the original, which I have sighted".

Please note: If your documents are not in English, you must provide a translation of your documents, prepared by an official translation service recognised by the Bank. Please contact us on 0800 727 2265 to confirm who we can accept translated documents from.

We may also require further information from you to confirm your citizenship/residency status and other details such as source of wealth or source of funds. If you have any questions regarding any of the above requirements or you would like to check if there is anything additional you may need to provide, please contact us on 0800 727 2265 to make an appointment at your nearest branch to discuss.