

Individuals Identification Requirements.

To assist with setting up a new banking relationship or opening a new account for you, we are required by Law* to collect some information from you.

There are three steps to complete:



Step 1. Identification.

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

You can choose from one of the following three options:

One form of ID required	OR	New Zealand Driver's License	OR	One form of primary ID
☐ Passport (New Zealand or Overseas) ☐ New Zealand Firearms licence ☐ New Zealand Certificate of Identity ☐ New Zealand Refugee Travel Documentation ☐ Emergency travel document		With one of: ☐ Supergold Card with name and signature ☐ Non SBS Debit/EFTPOS/Credit card issued by a NZ Registered Bank (embossed or printed) ☐ NZ Bank Statement issued by a registered bank within the last 12 months (not SBS Bank) ☐ NZ Central Government Agency Correspondence (WINZ, IRD) – must be issued within the last 12 months and include customer name and client/IRD number ☐ Total Mobility card issued by a regional council, Auckland Transport or disability agency		☐ Birth Certificate (NZ or overseas) ☐ Certificate of Citizenship (NZ or overseas) With one of: ☐ New Zealand driver licence ☐ Kiwi Access or 18+ card ☐ Supergold card with photo ☐ New Zealand Armed Forces ID with photo ☐ New Zealand Police ID with photo ☐ Valid and current international driving permit/licence with photo ☐ Total Mobility card issued by a regional council, Auckland Transport or disability agency



Step 2. Proof of residential address if required.

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

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)
☐ Rates or water notice/invoice – issued by local authority
☐ Non-SBS Bank account statement or Bank correspondence
☐ Non-bank New Zealand financial institution statement or correspondence
☐ NZ Central Government Agency Correspondence (WINZ, IRD)
☐ Registered Kiwisaver or superannuation scheme correspondence/statement | ☐ Companies Office records (If Annual Return filed within 12 months)
☐ Electronic White Pages
☐ Insurance Policy (housing or contents) – contains a unique policy or reference number – does not include quotes.
☐ Unexpired residential tenancy agreement – signed by both tenant and landlord
☐ Vehicle Registration notification issued by NZTA
☐ 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) |
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Step 3. Foreign Tax Information.

To meet our obligations to comply with New Zealand tax law, we are also required to obtain foreign tax information for any individuals who are tax residents in other countries.

Please bring your foreign Tax Information Numbers (or 'TIN') or equivalent for those countries you may be a tax resident of.

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.
- ☐ be 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 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.

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.