

# 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
<input type="checkbox"/> Passport (New Zealand or Overseas) <input type="checkbox"/> New Zealand Firearms licence <input type="checkbox"/> New Zealand Certificate of Identity <input type="checkbox"/> New Zealand Refugee Travel Documentation <input type="checkbox"/> Emergency travel document		<b>With one of:</b> <input type="checkbox"/> Supergold Card with name and signature <input type="checkbox"/> Non SBS Debit/EFTPOS card issued by a NZ Registered Bank (with embossed name and signature) <input type="checkbox"/> NZ Community Services Card with name and signature <input type="checkbox"/> NZ Bank Statement issued by a registered bank within the last 12 months (not SBS Bank) <input type="checkbox"/> NZ Central Government Agency Correspondence (WINZ, IRD) – must be issued within the last 12 months and include customer name and client/IRD number		<input type="checkbox"/> Birth Certificate (NZ or overseas) <input type="checkbox"/> Certificate of Citizenship (NZ or overseas) <b>With one of:</b> <input type="checkbox"/> New Zealand driver licence <input type="checkbox"/> Kiwi Access or HANZ 18+ card <input type="checkbox"/> Supergold card with photo <input type="checkbox"/> New Zealand Armed Forces ID with photo <input type="checkbox"/> New Zealand Police ID with photo <input type="checkbox"/> Valid and current international driving permit/licence with photo



## Step 2. Proof of residential address.

**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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| <input type="checkbox"/> Utility bill - issued by local authority (power, phone, gas, internet, SKY)<br><input type="checkbox"/> Rates or water notice/invoice – issued by local authority<br><input type="checkbox"/> Non-SBS Bank account statement or Bank correspondence<br><input type="checkbox"/> Non-bank New Zealand financial institution statement or correspondence<br><input type="checkbox"/> NZ Central Government Agency Correspondence (WINZ, IRD)<br><input type="checkbox"/> Registered Kiwisaver or superannuation scheme correspondence/statement | <input type="checkbox"/> Companies Office records (If Annual Return filed within 12 months)<br><input type="checkbox"/> Electronic White Pages<br><input type="checkbox"/> Insurance Policy (housing or contents) – contains a unique policy or reference number – does not include quotes.<br><input type="checkbox"/> Unexpired residential tenancy agreement – signed by both tenant and landlord<br><input type="checkbox"/> Vehicle Registration notification issued by NZTA<br><input type="checkbox"/> 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.

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

## Certification standards

### Certification must:

- ☐ include the certifiers 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)
- ☐ be signed and dated by the certifier within three 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.

### The trusted referee 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.
- ☐ 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.