

Organisations – Not-for-Profit Identification Requirements.



We are required by Law* to collect information about your Organisation and details of the key individuals associated with the Organisation.

There are three steps to complete:



Step 1. Identification.

We require a certified copy of each of the following identification types, specific to your Organisation.

Unincorporated Society (Informal Group)

- ☐ AGM Minutes recording persons who are controlling officers** and any additional authorised persons, signed and dated as per your Organisations signing rule, and
- ☐ Society/club rules or constitution

Incorporated Society

- ☐ AGM Minutes recording persons who are controlling officers** and any additional authorised persons, signed and dated as per your Organisations signing rule, and
- ☐ Certificate of Incorporation, and
- ☐ Society/club rules or constitution

Charitable Trust

- ☐ AGM Minutes recording persons who are controlling officers** and any additional authorised persons, signed and dated as per your Organisations signing rule, and
- ☐ Trust Deed and any subsequent deeds of variation/amendments

Registered Charity (See also 'Incorporated Society', or 'Charitable Trust', whichever applies)

- ☐ AGM Minutes recording persons who are controlling officers** and any additional authorised persons, signed and dated as per your Organisations signing rule, and
- ☐ Charity Registration
- ☐ Charity rules/constitution

For controlling Officers and any additional authorised persons associated to the Organisation, please see our guide [Individuals ID and Address Verification](#) which sets out what we require and will accept.



Step 2. Proof of address.

We are required to verify the physical address of the Organisation and all key individuals controlling Officers and any additional authorised persons of the Organisation.

If the Organisation has no documentation in its own name to verify the address, we can accept a document addressed to an Officer of the Organisation (at the same address).

The Registered Office Address recorded on the relevant register e.g. Societies Register, Charities Register can also be relied upon for address verification for the Organisation.

Please see our guide for acceptable [Individuals ID and Address Verification](#).



Step 3. Foreign Tax Information.

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

We will require the foreign Tax Information Numbers (or 'TIN') or equivalent for those countries.

We may also need to identify other key individuals associated to your Organisation (e.g. beneficiaries) or if you have any questions regarding any of the above requirements, please contact us on 0800 727 2265 to make an appointment at your nearest branch to discuss.

*Anti-Money Laundering and Countering Terrorism Act 2009.

** Controlling persons – these are the person(s) authorised to act on behalf of your Organisation, including for the purposes of opening accounts and appointing signatories for an account. They are normally an appointed/elected Trustees, Chairperson, Secretary or Treasurer but can also be referred to as an "Executive or Management Committee". The rules/constitution of your Organisation should clearly outline this.