

Identification & Address Verification Organisations



To assist with setting up a new banking relationship or opening a new account for an Organisation, we are required by Law* to collect information about the Organisation and details of key persons responsible and associated.

Personal Details are required for all persons acting for and on behalf of the Organisation including any person authorised to commit the Organisation to this application (e.g. Director, Trustee, Partner). Persons who ultimately own (25% or more ownership) or have effective control of the Organisation (Beneficial Owners/Controlling Persons or Senior Management Role)

Trust

1.
 - a) Trust Deed and any subsequent amendments and deeds of appointments
 - b) Address verification also required for the Trust itself.
 - c) Declaration of “source of funds, source of wealth” – see Bank 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 no NZ Companies Office)
 - b) Address verification is also required for the Company itself
 - c) Declaration of “source of funds, source of wealth” – see Bank application form.
2. Identification and address verification requirements for **individuals** associated to this entity (see overleaf)
 - d) All Directors
 - e) Any shareholders with a shareholding of 25% or more
 - f) 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
 - c) Declaration of “source of funds, source of wealth” – see application form.
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
 - c) Declaration of “source of funds, source of wealth” – see Bank application form
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

Depending on the complexity of your business, trust, organisation we may require further information

* Anti-Money Laundering and Countering Financing of Terrorism Act 2009

Identification & Address Verification

Individuals



To assist with setting up a new banking relationship or opening a new account for you, we are required by Law* to collect information from you which includes proof of your identity and verification of your residential address.

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

ANY ONE OF (STAND ALONE)	OR	NEW ZEALAND DRIVER LICENCE	OR	ONE OF
<ul style="list-style-type: none"> ✓ New Zealand Passport ✓ New Zealand Firearms licence ✓ Overseas Passport ✓ New Zealand Certificate of Identity ✓ New Zealand Refugee Travel Documentation ✓ Emergency travel document 		<p>WITH ONE OF</p> <ul style="list-style-type: none"> ✓ Supergold Card ✓ Non SBS Debit/EFTPOS card issued by a NZ Registered Bank (with matching Signature and embossed name) ✓ NZ Community Services Card ✓ NZ Bank Statement issued within the last 12 months (not SBS Bank) ✓ NZ Government Agency Correspondence (WINZ, IRD) 		<ul style="list-style-type: none"> ✓ New Zealand driver licence ✓ Kiwi Access or HANZ 18+ card ✓ Supergold card with photo ✓ New Zealand Armed Forces ID ✓ New Zealand Police ID ✓ Valid and current international driving permit/licence <p>WITH ONE OF</p> <ul style="list-style-type: none"> ✓ Birth Certificate (NZ or overseas) ✓ Certificate of Citizenship (NZ or overseas)

PROOF OF RESIDENTIAL ADDRESS



Please choose from one of the acceptable forms of address verification below
All forms must reference your name and current residential address be 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)
- Vehicle Registration issued by NZTA

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

Certification Standards:

- 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 they have sighted.
- 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 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

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.

* Anti-Money Laundering and Countering Financing of Terrorism Act 2009