

# Proof of identity

To help your appointment run smoothly, we need the following documents.

## Your proof of identity

Common acceptable documents are your passport, or both your original birth certificate and your New Zealand photo driver's licence.

## Your proof of address

Common acceptable documents are a recent bank statement, utility bill, or rates notice. They must show your name and be less than 6 months old.

## Checklist

So we can work with you check you have these documents:

- ☐ Proof of identity for yourself
- ☐ Proof of address for yourself

So we can work with anyone who can act on your behalf check you have these documents for them:

- ☐ Proof of identity for them
- ☐ Proof of address for them

Identity documents must be current (not expired) at the time they are provided to Public Trust. You can also present a **certified copy** of an identity document.

## When do you need to show these documents?

- > We need to confirm your identity before we start working with you - please bring your documents to your first appointment.
- > We need to see them again if your important details change, such as your address or your name. Please see 'Keeping your details updated' below.
- > If you signed up with us some time ago and did not provide proof of identity at that time, we'll ask you to bring it to your next appointment.

## Who else needs to show these documents?

- > We'll also need to collect proof of identity and proof of address from anyone who can act on your behalf (such as a signatory, attorney, co-trustee, partner, company director, senior manager or shareholder).

## Keeping your details updated

Keeping your details up to date helps us serve you better. If you've recently moved house or changed your name, such as after getting married or divorced, please visit your local Public Trust customer centre with your proof of identity and proof of address. To update your details we'll need to see you in person with your documents. It's a simple step that ensures your information stays current and secure.

If you need to change other contact details, such as your phone number or email address, please contact us on **info@publictrust.co.nz** or **0800 371 471** and quote your customer number (you can find this on any letter or email from Public Trust).

## Who can certify a copy of your identity document?

If you wish to present a certified copy of an identity document, it needs to have been certified within the previous 3 months.

A physical copy (not scanned) must be certified by one of the following people.

- > A lawyer
- > JP
- > Registered medical doctor
- > Kaumatua (verified)
- > Registered teacher
- > Minister of religion
- > Solicitor of the High Court
- > Notary Public
- > NZ Honorary Consul
- > MP
- > Chartered Accountant
- > Commonwealth Representative or other person authorised to take statutory declarations in NZ

The certifier must make a statement that the document certified is a true copy of the original and include the name and signatures of the certifier along with the date of certification.

The person certifying documents must not be related to you, for example, spouse, partner, parent, child, brother, sister, aunt, uncle or a person who lives at your address or a person who is involved in the transaction, for example, an in-house counsel, chartered accountant.

## Why do we need these documents?

Public Trust is required to identify and verify the identity of customers and any controlling persons by the:

- > Anti-Money Laundering Counter Financing of Terrorism Act 2009
- > Tax Administration Act 1994, which covers Foreign Account Tax Compliance Act (FATCA) and Automatic Exchange of Financial Information (AEOI)

Public Trust is also required to collect self-certification of the customer's tax residency details and forward them to the Inland Revenue Department (IRD) who may share the information with overseas tax authorities with which New Zealand has an agreement.