

# Identity Information for a Parent or Guardian

NZ Funds KiwiSaver Scheme Product Disclosure Statement dated 20 December 2017.

NZ Funds as a financial institution is required by law to collect identity and address information on its customers.

Each parent or guardian signing on behalf of a minor must complete this form and provide identity documents as described below.

Return to Freepost NZ Funds KiwiSaver Scheme, Private Bag 92050, Victoria Street West, Auckland 1142, or by email to [nzfkivi@linkmarketservices.com](mailto:nzfkivi@linkmarketservices.com).

## Applicant (Minor) Details

Minor's name

## Parent / Guardian Details

Name

Title    First name    Middle name(s)    Surname

Relationship to minor

Date of birth

Residential address (not PO Box)

Street

Suburb    City    Postcode

Country of birth

Citizenship(s)

## Identification Requirements For Parent Or Guardian Acting On Behalf

Provide the following identification documents for the acting on behalf relationship as appropriate:

Birth certificate or guardianship order of a minor    OR     Document evidencing authority

## Identity Verification

There are three ways to complete identity verification. The options are:

- 1) Documentary identity verification - certified face-to-face by a Trusted Referee and verified by an Authorised Individual\* (complete over); or
- 2) Documentary identity verification - verified face-to-face by an Authorised Individual\* (complete over); or
- 3) Electronic identity verification - your financial adviser may conduct identity verification by electronic means. In such circumstances, documentary identity verification would not be required. Please ensure an Electronic Verification Certificate is provided to NZ Funds.

For 1) and 2) above, you must ensure the relevant documents are attached to this form.

### Identity information

In order to verify your identity, select and tick **ONE** of the ID combination columns below:

ID Combination 1	ID Combination 2	ID Combination 3
<input type="radio"/> Passport, <b>OR</b> <input type="radio"/> NZ firearms licence.	<input type="radio"/> NZ driver licence. And <b>ONE</b> of the documents listed below: <input type="radio"/> Credit, debit or eftpos card (Including name and signature) <input type="radio"/> Bank statement <input type="radio"/> Government agency document (e.g. IRD correspondence)	<input type="radio"/> NZ driver licence, <b>OR</b> <input type="radio"/> 18+ card. And <b>ONE</b> of the documents listed below: <input type="radio"/> Full birth certificate <input type="radio"/> Citizenship certificate

## Residential address verification

In order to verify your residential address, select and tick **ONE** of the options below. This document must be no more than six months old.

- |   |   |
|---|---|
| <input type="radio"/> Bank or financial institution statement   | <input type="radio"/> Rates or house insurance document   |
| <input type="radio"/> Utility document<br>(e.g., electricity, gas, water, landline telephone or Sky TV) | <input type="radio"/> Government agency document<br>(e.g., correspondence from IRD or an educational institution) |

Digital versions of utility and house insurance documents are acceptable if they show you to be responsible for a fixed, non-movable service at the address (digital bank statements and Government agency documents are not acceptable for address verification, but can be provided for identity verification).

## For persons under 18 years of age

- |   |  |
|---|--|
| <input type="radio"/> If the identity information options are unavailable, a birth certificate or student card is acceptable. | <input type="radio"/> If the residential address options are unavailable, proof of the parent(s) or guardian(s) address where the minor resides is acceptable. |
|---|--|

## Certification By A Trusted Referee<sup>+</sup>

Name

Trusted Referee<sup>+</sup> type

I, ,

- have sighted the original documents selected above, each of which represents the identity (i.e., name, date of birth and residential address) of the applicant; and
- have signed copies of those documents and attached these to this form; and
- confirm that the copies of those documents attached are true copies of the original documents of the applicant sighted by me today.

Signature of Trusted Referee<sup>+</sup>

Date

### <sup>+</sup> A Trusted Referee must be:

- at least 16 years of age; and
- not related, spouse or partner, living at the same residential address or involved in the transaction or business; and
- from the following list of Trusted Referees -
  - Commonwealth representative
  - Chartered accountant
  - Registered teacher
  - Justice of the Peace
  - Registered medical doctor
  - Member of Parliament
  - Notary Public
  - New Zealand Honorary Consul
  - Lawyer
  - A person who has legal authority to take statutory declarations

## Verification Completed By An Authorised Individual\* (Note: this section is not to be completed by a Trusted Referee.)

Please tick one.

- I have met the applicant face-to-face and have sighted the original documents selected above, each of which represents the identity (ie, name, date of birth, and residential address) of the applicant, in accordance with the Anti Money Laundering and Countering Financing of Terrorism Act 2009. Copies of the selected documents are attached to this form.
- I have verified the documents which have been certified by a Trusted Referee and have verified the identity information of the applicant, in accordance with the Anti Money Laundering and Countering Financing of Terrorism Act 2009.

Name of Authorised Individual\*

Signature of Authorised Individual\*

Date

\* Authorised Individual refers to a person listed on the NZ Funds 'Register of Individuals Authorised to perform CDD'.