

Guide to Identity Documents: Trusts and Estates

What do we need as proof of identity?

If you are a **Trust**, we need to see a **copy** of the Trust Deed and any subsequent deeds of appointment or retirement.

If any Trustee is a **Trustee Company**, we need to see **ALL** these documents from an official/independent source:

- Certificate of Incorporation
- Confirmation of Directors

If you are an **Estate**, we will need to see a copy of either:

- Probate for the deceased person; or
- Where Probate is not required to be obtained, other documentation that establishes the legal standing of the Estate and of the Executor(s) instructing us on behalf of the Estate or the completed and signed Forsyth Barr Deceased Estate Declaration and Claim/Indemnity Form. This must include a copy of the Death Certificate.

Source of funds and wealth

We need information about the source of wealth of the Trust. This refers to how the Trust obtained its wealth or, depending on the purpose of the Trust, how the Settlor or Trustee obtained their wealth. We also need evidence of source of funds.

Examples of information and documentation:

Source of wealth information

- Inheritance from Settlor's mother, Joan Smith, date of birth 3 June 1935.
- Settlor's savings from annual salary earned at XYZ Pty Ltd for the past 10 years.
- Settlor's retirement funds held with ABC KiwiSaver Scheme.
- Settlor's income earned as owner of a real estate agency for the past 5 years

Source of funds information

Documentation

Savings account in the Trust's name	Bank statement in the Trust's name reflecting the amount to be invested
Term deposit with Bank ABC in the Trust's name	Term deposit statement from Bank ABC in the Trust's name
Solicitor's trust account with Bank ABC	Written confirmation from the solicitor confirming the amount and the bank account details (bank account number and name)
Investment account with another financial services provider	Statement from the financial service provider reflecting the amount to be invested

Note that additional information may be required.

What else is required?

We are also required to verify the identity and address of each Trustee, Trustee Company Director, Trust Beneficial Owner, Executor and Authorised Person involved with the entity. These requirements are outlined on the reverse of this document.

Please turn over

Guide to Identity Documents for: Trustees, Trustee Company Directors, Trust Beneficial Owners, Executors and Authorised Persons

What do we need as proof of identity?

You need to provide the original for verification, or a certified copy of:

- A current New Zealand Passport
- A current New Zealand Firearms Licence
- Overseas passport or a similar document issued for the purpose of international travel which –
 - contains the name, date of birth, a photograph and the signature of the person in whose name the document is issued; and
 - is issued by a foreign government, the United Nations or an agency of the United Nations.
- A national identity card issued for the purpose of identification, that:
 - contains the name, date of birth and a photograph of the person in whose name the document is issued and their signature or other biometric measure included where relevant; and
 - is issued by a foreign government, the United Nations or an agency of the United Nations.

If you can't provide any of those forms of identification, you need to provide the **original** for verification or **certified copies** of your current **New Zealand Driver Licence** (showing both sides of the Licence)

plus **ONE** of these documents:

- Your Birth Certificate or Citizenship Certificate
- Kiwi Access Card (formerly the 18+ Card)
- A Government agency document with your full name and signature (e.g. SuperGold Card)
- A Government agency statement dated within the last 12 months (e.g. IRD statement)
- A document issued by a registered bank showing your name and signature (e.g. credit/debit card, eftpos card)

- A bank statement dated within the last 12 months issued by a registered bank (delivered by mail, not via internet banking)

What do we need as proof of residential address?

We need a copy of **ONE** of these documents, dated **within the last 12 months** with your name and address displayed on it:

- Utility Bill – the address listed as the address for the fixed service must match the residential address details you have provided
- Rates Bill – the address listed as the property location must match the residential address details you have provided
- Telephone Bill – for landline or broadband services only; mobile phone bills are not accepted
- Bank Statement or Letter – issued by a registered bank and printed on official bank letterhead
- House and/or Contents Insurance Policy
- Share Registry Statement
- KiwiSaver or Superannuation Correspondence – must be issued by a provider other than Forsyth Barr
- Electoral Roll Entry
- Online White Pages Entry
- Document Issued by a New Zealand Government Agency – refer to the list of agencies at www.govt.nz/organisations
- Local Council or Government Letter
- Retirement Home Correspondence
- Tenancy or Lease Agreement – signed by both the landlord and tenant(s)
- Correspondence from a New Zealand Educational Institution – includes letters from boarding hostels, halls of residence, or homestay confirmations, as well as posted fee invoices or receipts

Please note that proof of identity and proof of residential address are not required in respect of individuals acting on behalf of an executor or administrator of an estate, where that executor or administrator is Trustees Executors Limited, Public Trust, or Perpetual Guardian.

WHAT IS 'A CERTIFIED COPY' OF A DOCUMENT?

A 'certified copy' of a document is one where a trusted referee has viewed the original document and compared it with a scanned or photocopied version. The trusted referee provides a written

statement on the copy to the effect that the copy provided is a true and correct copy and represents your identity. The trusted referee's written statement must include their name, occupation, and

signature and the date of confirmation. Please note: This confirmation is only valid for three months.

WHO IS A 'TRUSTED REFEREE'?

He or she is someone who:

- is at least 16 years old
- is not your spouse or partner
- is not related to you
- does not live at the same address as you
- is not involved in the business or transaction requiring the certification

They must be a:

- Commonwealth representative
- New Zealand Police Constable
- Justice of the Peace
- Registered Medical Doctor
- Registered Teacher
- Minister of Religion
- Lawyer
- Notary Public
- New Zealand Honorary Consul
- Member of Parliament
- Chartered Accountant
- Kaumātua (both Koroua and Kuia)