

Please use this guide to manually verify your identity

Confirmation of your identity and residential address is needed under the Anti-Money Laundering and Countering the Financing of Terrorism Act 2009. The Act requires Anglican Financial Care to obtain this information from you.

If you have any questions about the process, do not have the required documents or need help to complete this form, you can contact us by phone at 04 473 9369 or email us at admin@angfincare.nz

Confirming your identity

All documents must be valid and not expired. If your name has changed please provide evidence of your name change which links your previous and current names.

Option 1

A certified copy of ONE of:

- A New Zealand or an overseas passport; or
- A New Zealand firearms licence; or
- A New Zealand Refugee travel document; or
- An emergency travel document; or
- An overseas government national identity card (appropriate pages containing name, date of birth, photograph and signature)

or Option 2

A certified photocopy of ONE of:

- A New Zealand or an overseas driver's licence; or
 - an 18+ card
- Plus
- A certified copy of ONE of:
- A New Zealand or an overseas birth certificate; or
 - A New Zealand or an overseas citizen certificate

or Option 3

A certified copy of:

- A New Zealand or an overseas driver's licence
- Plus
- A certified copy of ONE of:
- A SuperGold card
 - A Community services card; or
 - A bank account or a credit card statement issued by a New Zealand bank in the 12 months preceding the date of the application; or
 - A statement issued by Inland Revenue or another Government agency in the 12 months preceding the date of the application.

! **IMPORTANT:** Do not submit original documents that confirm your identity such as your passport. Only send certified copies. See overleaf for an explanation of who can certify your documents. Certified copies are only valid for three months.

Confirming your residential address

Please provide us with a copy of ONE of:

- A bank statement issued by a registered bank; or
- A utility bill issued by a utility company (e.g. telephone company, electricity company or water provider); or
- A rental tenancy agreement; or
- A statement issued by a government agency (e.g. Statement from Inland Revenue, Electoral Office, Car registration document); or
- A letter or statement issued by a Council (e.g. Rates or Valuation Notice); or
- An insurance policy document; or
- A hire purchase agreement.

! **IMPORTANT:** Your name must appear on the document and the document must be dated within the last 12 months prior to you submitting your application. A document sent to a PO Box number can't be accepted unless it also shows your physical residential address, for example a rates invoice will show the postal address and the physical address of the property.

Non-member of an AFC managed scheme

In certain circumstances you may need to confirm your identity even if you are not the member.

- » For example when you are applying;
- » On behalf of a child
- » For a member's death benefit to be paid to you

In addition to verifying the identity of the applicant, all those signing the form will also need to confirm their identity and residential address. Please read 'confirming your identity' and 'confirming your residential address' sections of this guide.

Certifying documents

The person certifying your documents, or taking your statutory declaration, must be 16 years of age or older. The table below lists those who are authorised to certify documents, and those who are authorised to take statutory declarations.

	Certifying Documents		Statutory Declarations	
	Inside New Zealand	Outside New Zealand	Inside New Zealand	Outside New Zealand
Justice of the Peace (JP)	✓	✓	✓	✓
Solicitor	✓	✓	✓	
Notary Public	✓	✓	✓	✓
Police Officer	✓			
Doctor	✓			
Teacher	✓			
Minister of religion	✓			
Chartered Accountant	✓			
Member of Parliament (MP)	✓		✓	
Kaumātua	✓			
Court registrar or deputy court registrar	✓		✓	
Judge	✓			✓
Authorised person in Embassy or High Commission		✓		✓

The certifier must include on **EACH** page of **EACH** document:

- ✓ A statement to the effect that the documents provided are a true copy **and** represent the identity of the named individual.
"I certify this to be a true copy of the original document, which I have sighted, and confirm that it represents the identity of (full name)."
- ✓ Name and signature of certifier
- ✓ Occupation (such as JP, solicitor, teacher etc.)
- ✓ Date of certification

A certifier **cannot**:

- ✗ be related to you (e.g. be your parent, child, brother, sister, uncle, aunt or cousin)
- ✗ be your spouse or partner
- ✗ live at the same address as you
- ✗ certify their own documents

If the documents are in another language then the certification must be done on an English translation.

Certification of documents is valid for 3 months only, after which you will need to have documents re-certified.



IMPORTANT: If you are unable to provide the essential documents which confirm your identity or residential address, please contact us at 04 473 9369 or email admin@angfincare.nz

Return documents to Anglican Financial Care:

Email:

admin@angfincare.nz

Post:

Anglican Financial Care
PO Box 12 287
Thorndon
Wellington 6144

Courier:

Anglican Financial Care
First floor
32 Mulgrave Street
Thorndon
Wellington