

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:

- Certificate of Incorporation from an official/independent source; and
- Confirmation of Directors from an official/independent source

If you are an **Estate**, we will need to see the **original** or a **certified 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 certified 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, Trust Beneficial Owner, Executor and Authorised Person involved with the entity. These requirements are outlined on the reverse of this document.

What do you need to provide to set up a direct debit or direct credit to your Forsyth Barr account?

To set up a direct debit we require a completed Authority to Accept Direct Debits.

To set up a direct credit we require your written instruction to do so.

We also require bank account documentation, for example:

- a bank encoded deposit slip with pre-printed details of bank account name and number;
- a cheque;
- a bank statement;
- a verification letter or other document of confirmation provided by the Trust or Estate's bank.

We are able to pay funds to –

- a bank account in the name of the Trust or Estate;
- a bank account in the name of a trustee(s);
- the Inland Revenue Department;
- an accountant's trust account or solicitor's trust account; or
- the beneficiary of the Trust.

Please turn over

Guide to Identity Documents for: Trustees, 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's Licence** (showing both sides of the Licence)

plus ONE of these documents:

- Your Birth Certificate or Citizenship Certificate
- 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 or Rates bill
- Telephone bill
- Insurance policy
- Signed (by the tenant/s and landlord) tenancy or lease agreement
- Share registry statement
- Credit Card statement
- Bank statement
- Government Agency statement (e.g. IRD Statement)
- Electoral Roll entry
- Online White Pages

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
- Kaumatua