

This document explains the verification requirements for children joining NBS. Parents/guardians are required to be linked with a child's account until the age of 15. NBS is legally required to properly identify both children and parents/guardians when you want to open a bank account.

There are three steps to complete:

Step 1. Identification

Please bring your child's: ✓ Birth Certificate or
✓ Passport

Please also bring suitable ID for yourself – refer to the Identification and Address Verification Individuals guide which is available on request or from nbs.co.nz

Step 2. Proof of Relationship

Please bring one of the following items to confirm your relationship to the child as either a parent or guardian:

- ✓ Birth Certificate or
- ✓ Adoption Papers
- ✓ Guardianship Documents – appropriate documentation is required to confirm the form of legal guardianship

Step 3. Proof of Address

The address document must be addressed to either the child or parent/guardian, and must reference your current residential address, be a complete document and have been issued within the last 12 months.

- Utility bill (power, fixed phone line, gas) (excludes Sky bill)
- Residential tenancy agreement
- Other Bank or Non-Bank NZ Financial institution account statement or correspondence (not NBS issued)
- Court document
- Insurance Policy (dwelling)
- Companies Office records (If Annual Return filed within 12 months)
- Rates bill
- Electronic White Pages
- Government issued document (e.g. WINZ, IRD)
- Rest/Retirement Home statement or correspondence
- Sales and Purchase Agreement
- Vehicle Registration issued by NZTA

If you do not have one of the identification documents described above, contact NBS on 0800 101 700. Please note that we may have to request further information from you in accordance with applicable law.

CERTIFICATION OF DOCUMENTS

All identification and address verification documents must be sighted and certified by NBS Staff or one of the following approved persons:

- Justice of the Peace
- Notary Public
- NZ Police employee
- NZ Chartered Accountant
- NZ Lawyer/Solicitor

Certification Standards:

- The person authorised to certify the documents must sight the original documentary identification and make a statement to the effect that the documents provided are a true copy and represent the identity of the named individual (true likeness where photo ID is used).
- The person certifying the documents must be 16 years old or older and cannot be related to you, your spouse or partner or a person who lives at the same address as you and must not be a party to the account or transaction.
- Certification must include their printed name, occupation, signature and date of certification. Where possible the document should be stamped or sealed noting the authority of that person (i.e. Justice of the Peace stamp, Police stamp)
- Certification must be signed and dated by the certifier within 3-months prior to presentation of the copied documents to NBS.
- NBS staff reserve the right to contact the certifier to confirm that certification took place.
- Copies of identification provided by a client residing overseas must be certified by a person who by law in that country can take statutory declarations or equivalent. Refer to NBS for further guidance.