



CASTLE POINT

CERTIFICATION GUIDE

CERTIFICATION BY A TRUSTED REFEREE - OVERSEAS



TRUSTED REFEREES

Documents are required to be certified by a “Trusted Referee”. A Trusted Referee is a person who is authorised by law in your country to take statutory declarations or the equivalent in your country.

ELIGIBILITY CRITERIA

For a person to be eligible to be a Trusted Referee, he or she must satisfy the following criteria (in addition to the above):

- Be at least 16 years old.
- Not live at the same address as the person presenting the documents for certification.
- Not be the spouse or the partner of the person presenting the documents for certification.
- Not be related to the person presenting the documents for certification.
- Not be involved in the transaction or business that the certification relates to.



ACCEPTABLE DOCUMENTS

IDENTITY DOCUMENTS

Documents from either option 1 or option 2:

Option 1

- **Overseas Passport** or 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.
- **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.

Option 2

- Birth Certificate issued by a foreign government, United Nations, or an agency of the United Nations; **or**
- Citizenship Certificate issued by a foreign government; **and**
- Valid and current international driving permit as defined in Rule 88(1)(b) of the Land Transport (Driver Licensing) Rule 1999 **and** a licence from another country with a translation.

PROOF OF ADDRESS

A document submitted to Castle Point to verify the address of an individual must satisfy the following criteria:

- Full legal name and residential address of the individual. P.O Boxes will not be accepted.
- The document must be dated within **12 months** of the date of submission to Castle Point.
- Must be translated into English where necessary.
- The document must be issued by a reliable and independent source.

Examples of acceptable address documents:

- Utility Bill (sky, power, water or gas).
- Rates Invoice.
- Bank Statement.
- Statement issued by a Government Agency.
- Insurance policy for a fixed asset.
- Car registration notification.
- Electoral roll papers or voting registration papers.
- Letter from an educational institution.
- Local council notification.
- Rental agency agreement.
- Leasing agreement.
- Sale and purchase agreement.
- Court document.
- Rest home or retirement home statement (must be issued by a registered rest home).



CERTIFICATION

A Trusted Referee must sight the original document, make a photocopy of the document and then make a statement to the following effect on the photocopied document (as applicable):

Photographic Document

I certify that this is a true copy of the original, which I have sighted, and the photo represents a true likeness of the person presenting the document to me for certification.

Non-Photographic Document

I certify that this is a true copy of the original, which I have sighted.

The Trusted Referee must also include the following information on each document being certified:

- ✓ *Name.*
- ✓ *Occupation.*
- ✓ *Preferred contact details (In case we need to contact the Trusted Referee).*
- ✓ *Authority for the customer to circulate the certified copy, electronically, to Castle Point. This may be wording of the following effect: “I authorise the circulation of this certified document electronically”.*

Please contact us on +64 (0) 9 300 6060 or email us at info@castlepointfunds.com if you have any questions or are unable to meet the requirements set out in this Certification Guide.