



CASTLE POINT

CERTIFICATION GUIDE

CERTIFICATION BY A TRUSTED REFEREE - NEW ZEALAND

ACCEPTABLE DOCUMENTS

IDENTITY DOCUMENTS

Document(s) from any of the options below:

Option 1

- NZ Passport; **or**
- Overseas Passport; **or**
- New Zealand Certificate of Identity; **or**
- NZ Firearms Licence; **or**
- National Identity Card.

Option 2

- NZ Driver’s Licence (copy of the front and back); **or**
 - 18+ Card (Kiwi Access Card).
- And one of the following:**
- NZ Birth Certificate; **or**
 - Overseas Birth Certificate; **or**
 - NZ Citizenship Certificate; **or**
 - Certificate of Citizenship issued by a foreign Government.

Option 3

- NZ Driver’s Licence (copy of the front and back).
- And one of the following:**
- NZ Bank Card with the your name and signature; **or**
 - NZ Bank Statement (issued within the last 12 months); **or**
 - Statement or document issued by a New Zealand Government Agency which confirms your name and signature (issued within the last 12 months).

PROOF OF ADDRESS

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

- Your full legal name and residential address.
- The document must be dated within **12 months** of submission.
- The document must be issued by a reliable and independent source. *See examples below.*

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).

TRUSTED REFEREES

Documents are required to be certified by a “Trusted Referee”. A Trusted Referee is a person who is authorised by law to take statutory declarations.

ELIGIBILITY CRITERIA

In addition to holding one of the positions above, for a person to be eligible to be a Trusted Referee, they must also satisfy the following criteria:

- Be at least 16 years old.
- Not be related to the person presenting the documents for certification.
- 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 involved in the transaction or business that the certification relates to.

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.

- Name.
- Signature.
- Preferred contact details (in case we need to contact the Trusted Referee).
- Authority for the customer to circulate the certified copy electronically by email. This may be wording of the following effect: *“I authorise the circulation of this certified document electronically”.*

Non-Photographic document

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

- Name.
- Signature.
- Preferred contact details (in case we need to contact the Trusted Referee).
- Authority for the customer to circulate the certified copy electronically by email. This may be wording of the following effect: *“I authorise the circulation of this certified document electronically”.*

CHECK

- ✓ Has the document been certified by a Trusted Referee?
- ✓ Is the Trusted Referee eligible to make the certification?
- ✓ Does the certification include the appropriate sign-off?
- ✓ Are the documents “acceptable”?
- ✓ Is the date of the certification within the last 3 months?

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.