



CASTLE POINT

OVERSEAS CERTIFICATION GUIDE

This is a guide to assist with the certification of documents where you are outside of New Zealand. This guide is applicable where you have chosen to verify your identity using documentary verification. Please certify your documents in accordance with this guide and email your certified documents to: info@castlepointfunds.com.

ACCEPTABLE IDENTITY DOCUMENTS

Please provide document(s) from one of the options below.

OPTION 1

One of the following:

- New Zealand Passport.
- New Zealand Certificate of Identity.
- New Zealand Refugee Travel Document.
- New Zealand Emergency Travel Document.
- New Zealand Firearms Licence.
- Overseas Passport.
- National Identity Card.

OPTION 2

One of the following:

- New Zealand Driver's Licence (copy of the front and back required).
- 18+ Card (Kiwi Access Card).
- 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.

And one of the following:

- New Zealand Birth Certificate.
- Birth Certificate issued by a foreign government, the UN or an UN agency.
- New Zealand Citizenship Certificate.
- Citizenship Certificate issued by a foreign government.

OPTION 3

One of the following:

- New Zealand Driver's Licence (copy of the front and back required).

And one of the following:

- New Zealand Bank Credit or Debit Card (with your name and signature).
- New Zealand Bank Statement (issued within the last 12 months).
- Document issued by a New Zealand government agency which confirms your name and signature.
- Statement in your name issued by a New Zealand government agency within the last 12 months.

ACCEPTABLE RESIDENTIAL ADDRESS DOCUMENTS

Please provide one of the below documents, dated within 12 months which shows your full legal name and residential address.

- Utility Bill.
- Rates Invoice.
- Bank Statement.
- Government or government agency issued statement or document.
- Insurance policy for a fixed asset.
- Car registration notification.
- Electoral Roll papers.
- Letter from a New Zealand Education Institution.
- Local council notification.
- Rental agency agreement.
- Leasing agreement.
- Sale and purchase agreement.
- Court document.
- Retirement home statement (issued by a registered retirement home).

TRUSTED REFEREES

Documents must be certified by a "Trusted Referee". A Trusted Referee is a person who is authorised by law in the country you are in to take statutory declarations or equivalent in that country.

Additionally, for a person to be eligible to be a Trusted Referee, he or she must also satisfy the following criteria:

- Be at least 16 years old.
- Not related to the person presenting the documents for certification.
- Not live at the same address as the person presenting the documents for certification.
- Not a spouse or partner of the person presenting the documents for certification.
- Not 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 document, which I have sighted, and the photo represents a true likeness of the person presenting the document to me for certification.

Name.

Signature.

Date of Certification.

Occupation.

Preferred contact details (in case we need to contact the Trusted Referee).

NON-PHOTOGRAPHIC DOCUMENT

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

Name.

Signature.

Date of certification

Occupation.

Preferred contact details (in case we need to contact the Trusted Referee).

Please contact us on +64 (09) 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.