

CONFIRMATION OF IDENTITY GUIDE

This guide will help you confirm your **identity** and **residential address**. You must be able to confirm **both** before your application can be processed. You may choose to provide this confirmation electronically or by post, as described below.

Confirmation of your identity and residential address is needed under the Anti-Money Laundering and Countering Financing of Terrorism Act (2009), before any withdrawal can be made from your Teachers Retirement Savings Scheme ('the Scheme') account. The Act requires Mercer on behalf of the Scheme's Trustee to obtain this information from you. Please take time to read this guide very carefully.

Confirming your identity and address electronically

The Scheme offers the convenience of electronically verifying your identity and address. Once we have received your application we will send you an SMS via our third party partner to biometrically verify your identity. To complete this method of verification you must have:

a smartphone (with a front camera that is capable of taking a photo/video)

Plus

A current (not expired) version of one of the following:

New Zealand Driver Licence; or

New Zealand Passport.

Confirming your identity by post

All documents must be valid and not expired. If your name has changed please provide certified evidence of your name change which links your previous and current names.

The Scheme members who are supplying overseas identity documents must also provide proof of New Zealand residency.

Option 1

A certified photocopy of ONE of:

- A New Zealand or an overseas passport; or
- A New Zealand firearms licence; or
- A New Zealand Certificate of Identity*; or
- A New Zealand Refugee travel document; or
- An emergency travel document; or
- An overseas government national identity card (appropriate pages containing name, date of birth, photograph and signature)

or Option 2

A certified photocopy of ONE of:

- A New Zealand or an overseas driver's licence; or
- A Kiwi Access card

Plus

A certified photocopy of ONE of:

- A New Zealand or an overseas birth certificate; or
- A New Zealand or an overseas citizenship certificate

or Option 3

A certified photocopy of ONE of:

- A New Zealand or an overseas driver's licence

Plus

A certified photocopy of ONE of:

- A (Super) Gold Card; or
- A Community services card; or
- A bank account or a credit card statement issued by a New Zealand registered bank in the 12 months preceding the date of the application; or
- A statement issued by Inland Revenue or another Government agency in the 12 months preceding the date of the application

* Please visit [passports.govt.nz](https://www.passports.govt.nz) to read more about this ID document.
A Gold Card is NOT considered a type of a New Zealand Certificate of Identity.



IMPORTANT

Do not submit original documents that confirm your identity such as your passport, only send certified photocopies. See overleaf for an explanation of who can certify your documents.

Confirming your residential address

You need to provide us with either an original **OR** a non-certified photocopy of **ONE** of:

- | | | |
|--|---|---|
| <input type="checkbox"/> A bank statement issued by a registered bank; or | <input type="checkbox"/> A letter or statement issued by a Council (e.g. Rates or Valuation Notice); or | <input type="checkbox"/> A hire purchase agreement; or |
| <input type="checkbox"/> A statement issued by a government agency (e.g. Statement from Inland Revenue, Electoral Office, Car registration document); or | <input type="checkbox"/> A utility bill issued by a utility company (e.g. telephone company, electricity company or water provider); or | <input type="checkbox"/> An insurance policy document; or |
| | | <input type="checkbox"/> A rental tenancy agreement. |

Your name must appear on the document and the document must be dated within the last 12 months prior to you submitting your application. A document sent to a PO Box number can't be accepted unless it also shows your physical residential address, for example a rates invoice will show the postal address and the physical address of the property.

Non-members

In certain circumstances, you may need to confirm your identity even if you are not the member.

For example, when you are applying for a member's death benefit to be paid to you.

In addition to verifying the identity of the applicant, all those signing the form will also need to confirm their identity and residential address. Please read 'confirming your identity' and 'confirming your residential address' sections of this guide.

Certifying documents

The person certifying your documents, or taking your statutory declaration, must be 16 years of age or older. The table below lists those who are authorised to certify documents, and those who are authorised to take statutory declarations.

| | Certifying Documents | | Statutory Declaration | |
|---|----------------------|---------------------|-----------------------|---------------------|
| | In New Zealand | Outside New Zealand | In New Zealand | Outside New Zealand |
| Justice of the Peace (JP) | ✓ | ✓ | ✓ | ✓ |
| Solicitor | ✓ | ✓ | ✓ | |
| Notary Public | ✓ | ✓ | ✓ | ✓ |
| Police Officer | ✓ | | | |
| Doctor | ✓ | | | |
| Teacher | ✓ | | | |
| Minister | ✓ | | | |
| Chartered Accountant | ✓ | | | |
| Member of Parliament (MP) | ✓ | | ✓ | |
| Kaumatua | ✓ | | | |
| Court registrar or deputy court registrar | ✓ | | ✓ | |
| Legal Executive | ✓ | | ✓ | |
| Judge | | | | ✓ |

Certifying documents (continued)

The certifier must include on **EACH** page of **EACH** document:

- ✓ A statement to the effect that the documents provided are a true copy and represent the identity of the named individual.

"I certify this to be 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] [OR] [full name of the customer / member]."

- ✓ Name and signature of certifier
- ✓ Occupation (such as JP, solicitor, teacher etc.)
- ✓ Date of certification

A certifier **cannot**:

- ✗ be related to you (e.g. be your parent, child, brother, sister, uncle, aunt or cousin)
- ✗ be your spouse or partner
- ✗ live at the same address as you
- ✗ certify their own documents

If the documents are in another language then the certification must be done on an English translation.

Certification is valid for 3 months only, after which you will need to have documents re-certified.



If you are unable to provide the essential documents which confirm your identity or residential address, **please call us on 0508 4 TEACH (0508 4 83224), or +61 3 8306 0965 if calling from overseas.**

Post your documents to:



Teachers Retirement Savings Scheme
Mercer (N.Z.) Limited
PO Box 1849
Wellington 6140



Questions?

- Call Helpline on **0508 4 TEACH (0508 4 83224)**, or **+61 3 8306 0965** if calling from overseas. You can reach us between 9am and 7pm Monday to Friday, except for national public holidays.
- Email nztrssep@merceroz.com
- Write to us at:
Teachers Retirement Savings Scheme
Mercer (N.Z.) Limited
PO Box 1849
Wellington 6140