

Trusted Referee Reference Sheet New Zealand.



NZ trusted referees	Definition	Website for Registration / Location Check
Chartered Accountant	A person who is a full and current member of the New Zealand Institute of Chartered Accountants and is entitled to use the title "Chartered Accountant" as per the New Zealand Institute of Chartered Accountants Act 1996.	A full and current member must provide their registered number. If unsure about the certification, use this link NZICA - member search
Commonwealth Representative	Any Ambassador, High Commissioner, Commission, Minister, Counsellor, Chargé d'Affaires, Head of Mission, Consular Office, Pro-consul, Trade Commissioner or Tourist Commissioner of a Commonwealth country; and includes any person lawfully acting for any such officer; and also includes any diplomatic secretary on the Staff of any such Ambassador, High Commissioner, Commissioner, Minister, Counsellor, Chargé d'Affaires or Head of Mission.	Various e.g., New Zealand embassy search
Consulate of New Zealand	An official diplomatic office of New Zealand	New Zealand Ministry of Foreign Affairs & Trade
Honorary Consulate of New Zealand	An official diplomatic representative of New Zealand	New Zealand Ministry of Foreign Affairs & Trade
Justice of the Peace	A person who appointed as a Justice of the Peace under the Justices of the Peace Act 1957	http://www.jpfed.org.nz/
Lawyer	A person who holds a current practising certificate as a barrister or as a barrister and solicitor under the Lawyers and Conveyancers Act 2006	http://www.lawsociety.org.nz
Member of Parliament	An elected representative to Parliament	www.parliament.nz/en/mps-and-electoralates/members-of-parliament/
New Zealand Police Officer	An employee of the Police who holds the office of constable (as defined in section 4 of the Policing Act 2008)	
Notary Public	A notary public within the terms of the relevant jurisdiction	http://www.notary.org.nz/
Registered Medical Doctor	A health practitioner who is, or is deemed to be, registered with the Medical Council of New Zealand under the Health Practitioners Competence Assurance Act 2003 as a practitioner of the profession of medicine	http://www.mcnz.org.nz/
Registered Teacher	A teacher with a valid current practicing certificate who is registered with the New Zealand Teachers Council	http://www.teacherscouncil.govt.nz/
Kaumātua*	An elder within the Maori community	
Minister of Religion*	A person qualified to give religious service. For example, some Acts (e.g. for marriage purposes) define which churches a minister of religion must be affiliated to (but for certification purposes those definitions are not comprehensive)	
Statutory Declarations	A person who has the legal authority to take statutory declarations or the equivalent in New Zealand	NZ legislation

* The use of a Kaumātua or Minister of Religion should be by exception and only where an applicant is unable to locate a trusted referee from the above list that can be verified against an independent source.

Trusted Referee Reference Sheet Overseas.



Offshore trusted referees	Definition	Website for Registration / Location Check
Certified Practising Accountant	A person who is a full and current member of CPA Australia and is entitled to use the title "Certified Practising Accountant"	A full and current member must provide their registered number. If unsure about the certification, use this link CPA Australia - member search
Full and current member of an overseas accounting body	A person who is a full and current member in good standing with a New Zealand Institute of Chartered Accountants-recognised overseas accounting body.	NZICA-recognised overseas accounting bodies
Commonwealth Representative	Any Ambassador, High Commissioner, Commission, Minister, Counsellor, Chargé d'Affaires, Head of Mission, Consular Office, Pro-consul, Trade Commissioner or Tourist Commissioner of a Commonwealth country; and includes any person lawfully acting for any such officer; and also includes any diplomatic secretary on the Staff of any such Ambassador, High Commissioner, Commissioner, Minister, Counsellor, Chargé d'Affaires or Head of Mission.	Various
Consulate of New Zealand	An official diplomatic office of New Zealand	New Zealand Ministry of Foreign Affairs & Trade
Honorary Consulate of New Zealand	An official diplomatic representative of New Zealand	New Zealand Ministry of Foreign Affairs & Trade
Lawyer	A person who holds a current practising certificate as a barrister or as a barrister and solicitor in an offshore jurisdiction with sufficient AML/CFT legislation and regulation as defined by the Financial Action Task Force.	Various
Notary Public	A notary public within the terms of the relevant jurisdiction	Various
Statutory Declarations	When certification occurs overseas, copies of international identification provided by a Customer resident overseas must be certified by a person authorised by law in that country to take statutory declarations or equivalent in the Customer's country.	Various

This includes overseas Justices of the Peace where the Westpac staff member independently verifies that the overseas Justice of the Peace acting as the trusted referee is appropriately appointed using independent verification (eg verified via an on-line register).

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Instructions: Ensure you use an acceptable certifier.

The certifier must not be a spouse or partner, close relative, parent, brother, sister, aunt, uncle, cousin or live at the same address as the customer. The certifier must not be involved in the transaction or business requiring the certification.

Steps to take:

1. Take **original** of your ID and all other documents to the certifier.
2. The certifier must stamp and signs the paper copies, and record their contact details (see below)
The certifier must:
 - a. Review and sight both the original ID and the paper copy. If satisfied that the copy is a true copy, stamp/sign, record occupation, and date each paper copy. For photo ID, confirm it is a true likeness to the individual's face.
 - b. Complete contact details.
 - c. If any document is in a language other than English, please provide a translation to English. Translation must be completed by a Westpac Staff member or an approved translator. Please refer to the list below for Approved Translators
 - d. Full name of the individual being certified below.
3. Post the copies to Westpac. Note: Certification must be carried out within three months.

Trusted Referee details must be included:

1. Name of Certifier/Trusted Referee
2. Occupation/Position Title and registered number (e.g. Law Society) or unique staff number
3. Organisation
4. Email address
5. Contact phone numbers
6. Date of completion (DD/MM/YY)
7. Signature

Certification wording examples:

*"I certify that this is a **true and correct copy of the original** and represents the **true likeness and identity** of [x] as sighted by me on [date]. **I confirm that I am not a signatory to any of the accounts and have no involvement in the transaction of business requiring this certification**".*

[signature]

[Full name of trusted referee]

[Position/occupation, registered body and registered number (or staff number)]

Approved translation service providers.

The following are approved English translation service providers:

- the issuing Government agency of the identity verification document being translated
- a court in the country of origin if they have been authenticated by that country's embassy or diplomatic post in New Zealand (must be endorsed with the appropriate embassy or diplomatic seal)
- embassies (if the translation is endorsed with the appropriate embassy seal)
- language departments of secondary schools or tertiary education institutions
- individuals or organisations who are full and current members of the [National Accreditation Authority for Translators and Interpreters](#). The National Accreditation Authority for Translators and Interpreters Ltd (trading as NAATI) is the national standards and accreditation body for translators and interpreters in Australia. It is the only agency that issues accreditations for practitioners who wish to work as translators in Australia
- [The Translation Service](#) (accredited agency for the NZ Immigration Service, NZ Qualifications Authority, NZ Transport Agency and the Citizenship Section at the Department of Internal Affairs).
- Interpreting and Translation Service (private company)
- [MLT Translation Centre](#) (private company)
- [New Zealand Translation Centre Ltd](#) (private company)
- [Pacific International Translations \(NZ\) Ltd](#) (private company)
- Any other recognised private or official translation service
- A Staff member of Westpac NZ (or an employee of Westpac Banking Corporation in Australia, the UK, and USA) may translate identity verification documents, instead of an approved translator service provider, where two additional requirements are also met:
 - > Not related to in any way or living at the same address as the person(s) documents are being translated for
 - > Is a native speaker of the language the documents are in.