

# Identification and proof of address – incorporated society account



All our customers need to confirm their identity and address with Westpac to keep their accounts secure and comply with New Zealand law. This includes incorporated society accounts and the individuals associated with the society.

## Who we need information from.

When an incorporated society sets up a new account (as either a new or existing customer), we need to collect and verify information about the society and some individuals associated with the society. These individuals include:

- office holders
- any other individuals with control over the management of the society's affairs
- any other people acting on behalf of the society (such as those who have signing authority or power of attorney).

We need tax residency information for the individuals mentioned above along with their Tax Identification Number (TIN) for all the countries where they are tax residents.

## Identification (ID) we need to collect.

### Society ID.

We collect:

- company extract or certificate of incorporation from the NZ Companies Office Incorporated Societies Register; and
- New Zealand registered charity number (if applicable); and

one of:

- society rules or constitution confirming current office holders or members voting rights; or
- AGM minutes confirming current office holders (signed and dated within the last 12 months); and ID for associated individuals.

### ID for associated individuals.

We can send a link to individuals who have a current New Zealand driver licence or New Zealand passport to verify their details online, or each person can bring one of the following into branch (must be current):

- New Zealand driver licence (must include a photo and be able to be checked electronically by Westpac)
- New Zealand passport
- overseas passport (must be signed)
- New Zealand firearms licence
- New Zealand refugee travel document
- New Zealand emergency travel document
- National ID card issued by the United Nations or a state or overseas government that includes your name, date of birth, photograph and signature.

### OR

- Bring in your birth certificate along with a **Kiwi Access card** or ID issued by a New Zealand government agency such as a **SuperGold** card.

## Proof of address.

### Society address.

We will check the NZ Companies Office Incorporated Societies Register for the registered office address; and

### Address for associated individuals.

We can verify your address as well as your ID online or you can bring one of the following (dated in the last 12 months) for each individual into the branch:

- utility bill
- statement or correspondence from another financial institution (not issued by Westpac Group)
- insurance policy document (not issued by Westpac Group)
- Westpac New Zealand Limited.
- unexpired rental or tenancy agreement.

## Source of wealth.

In some cases, we may need to ask you for more information before opening a new account. For example, to verify the associated individual's or society's source of funds or wealth or both.

Please contact us to check if there is anything else you also need to bring into your local branch.

For examples of the kinds of documents we can accept go to [westpac.co.nz/id](https://westpac.co.nz/id), then to Where your money comes from.

If you're bringing in copies of documents, you'll need to get them certified first. Any documents in another language will need to be translated to English by an approved provider. For more about certified copies and approved translation services go to [westpac.co.nz/id](https://westpac.co.nz/id), then to When copies of documents need to be certified.