

# Certification of verification documents

If you are unable to visit a Westpac branch in order to have your documents sighted by a Westpac employee, you can take the original document to a trusted referee. The trusted referee must sight the original and then certify that a copy of the document is a true and correct copy of the original.

The trusted referee must include in the certification:

- their own full name
- their signature
- their own occupation or registration number (or equivalent) and registering body (e.g. New Zealand Law Society) and/or confirmation of their status as a trusted referee (from one of the categories listed in the New Zealand trusted referees or Overseas trusted referees tables below)
- date of certification

If the trusted referee has a stamp or seal, they should apply it – for example, a notary public usually has a seal that they apply to documents they have verified.

**Certified documents can be used up to three months after the date the document was certified.**

For photographic identity verification documentation, the trusted referee must also make a statement to the effect that, **in their opinion, the identity verification document represents a reasonable likeness of the named individual.** An example is included at the end of this section.

The table below lists the persons considered to be trusted referees by the Code. Westpac will only accept certified copies of documents if the certification has been provided by a trusted referee and in accordance with the other directions set out in the Code.

## Trusted referees – New Zealand

<b>Chartered Accountant</b> Must be a full and current member	<b>Honorary consulate/consulate of New Zealand</b> An official diplomatic office or representative of New Zealand
<b>Commonwealth Representative</b> e.g. an Ambassador or High Commissioner of a Commonwealth country. An Official diplomatic officer	<b>Justice of the Peace</b> A person who is appointed as a Justice of the Peace
<b>Lawyer</b> A person who holds a current practising certificate as a barrister or as a solicitor	<b>New Zealand Police Officer</b> An employee of the Police who holds the office of constable
<b>Statutory Declarations</b> A person who has the legal authority to take statutory declarations in New Zealand or the equivalent	<b>Notary Public</b> A lawyer authorised as a Notary Public
<b>Registered Medical Doctor</b> A health practitioner who is, or is deemed to be, registered with the Medical Council of New Zealand or the equivalent	<b>Registered Teacher</b> A teacher with a valid current practicing certificate
<b>Member of Parliament</b> An elected representative to Parliament	<b>Kaumātua</b> An elder within the Maori community – to be verified through a reputable source
<b>Minister of Religion</b> An person qualified to give religious service	



## Trusted referees – Overseas

<p><b>Certified Practising Accountant</b> Must be a full and current member of CPA Australia or a recognised overseas accounting body</p>	<p><b>Consulate of New Zealand</b> An official diplomatic office of New Zealand</p>
<p><b>Commonwealth Representative</b> e.g. an Ambassador or High Commissioner of a Commonwealth country. An Official diplomatic officer</p>	<p><b>Honorary consulate of New Zealand</b> An official diplomatic representative of New Zealand</p>
<p><b>Lawyer</b> A person who holds a current practising certificate as a barrister or as a solicitor</p>	<p><b>Notary Public</b> A lawyer authorised as a Notary Public</p>
<p><b>Statutory Declarations</b> A person who has the legal authority to take statutory declarations. This includes overseas Justice of the Peace</p>	

A trusted referee must not be related to the person for whom they are providing the certification or live at the same address. They must also not be involved in the business requiring the certification.

Where the trusted referee has some connection to the customer (for example an in-house solicitor or accountant), the trusted referee must;

- meet the trusted referee criteria set out in the table above,
- not be a signatory to any of the customer's Westpac accounts, and
- make a statement in their certification wording to confirm that they have no involvement in the transaction or business requiring the certification.

## Certification wording – examples

*"I certify that this is a true and correct copy of the original and represents the identity of [x] as sighted by me on [date]."*

*[Signature]*

*[Full name of trusted referee]*

*[Position/occupation, registered body and registered number]*

### **Where there is a connection to the customer:**

*"I certify that this is a true and correct copy of the original and represents the identity of [x] as sighted by me on [date]."*

***I confirm that I have no involvement in the transaction or business requiring this certification.***

*[Signature]*

*[Full name of trusted referee]*

*[Position/occupation, registered body and registered number]*

