

CONFIRMATION OF IDENTITY GUIDE FOR MEMBERS OF MERCER KIWISAVER SCHEME MERCER FLEXISAVER MERCER SUPER TRUST

This guide will help you confirm your **identity** and **residential address**.
You must be able to confirm **both** before your application can be processed.

Confirmation of your identity and residential address is needed under the Anti-Money Laundering and Countering Financing of Terrorism Act (2009). The Act requires Mercer to obtain this information from you. Please take time to read this guide very carefully.

You will only need to confirm your identity when completing an application form or when applying to make any withdrawal from your account for the first time.



CONFIRMING YOUR IDENTITY

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

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)

* Please visit passports.govt.nz to read more about this ID document. A Gold Card is NOT considered a type of a NZ Certificate of Identity.

OR OPTION 2

A certified photocopy of ONE of:

- A New Zealand or an overseas driver's licence; or
- An 18+ 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:

- 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



IMPORTANT: Do not submit original documents that confirm your identity such as your passport, **only send certified photocopies**.

See over 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:

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

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:

- On behalf of a child
- 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.



If you are unable to provide the essential documents which confirm your identity or residential address, **please call us on 0508 637 237.**



Post your documents to:
Mercer (N.Z.) Limited
PO Box 1849
Wellington 6140
New Zealand



Questions?

Call our Helpline on **0508 637 237** (from within New Zealand).
Helpline hours are from 9am to 7pm, Monday to Friday and except for public holidays.
If you're calling from overseas you can contact us on **+61 3 8687 1886.**

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CERTIFYING DOCUMENTS

The person certifying your documents must be 16 years of age or older and can be one of the following:

IN New Zealand

Justice of the Peace (JP)*

Solicitor*

Notary Public*

Police Officer

Doctor

Teacher

Minister

Chartered Accountant

Member of Parliament (MP)

Kaumatuā

Court registrar*

Legal executive*

OUTSIDE New Zealand

Justice of the Peace (JP)

Solicitor

Notary Public



* ONLY these people can also complete a Statutory Declaration

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

1. Written or stamped 'certified true copy'
2. Name and signature of certifier
3. Occupation (such as JP, solicitor, teacher etc.)
4. 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.