

# Documents that will need to be certified



All documents that have not been sighted by Westpac staff as originals, or are emailed/sent in to Westpac, need to be certified (officially verified) by an official trusted source ('Trusted Referee'). Any documents not in English will need to be translated by an approved translation service provider.

## What you and the Trusted Referee need to do.

### Instructions: Ensure you use an acceptable certifier.

A person cannot be considered a Trusted Referee if they are:

- Related to the person identified in the identity verification document or the person presenting the identity verification document (for example a Trusted referee cannot be their parent, child, brother, sister, aunt, uncle, or cousin); or
- A spouse or partner of the person identified in the identity verification document or the person presenting the identity verification document; or
- A person who lives at the same address as the person identified in the identity verification document or the person presenting the identity verification document; or
- A person 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. A Trusted Referee's certification statement must:
  - Mention that the Trusted Referee has sighted the original document;
  - In the case of Photo ID, make a statement to the effect that the documents provided are a true copy of the original and represents the person seen by the trusted referee; and
  - Include the following details about the Trusted Referee:
    - Their full name (or initials and surname)
    - Signature (must be a wet-ink signature of the Trusted Referee and not an electronic signature);
    - Their own occupation, confirmation of their status as Trusted Referee (or equivalent), and registration number (if available) with a registering body (e.g., NZ Law Society) and/or confirmation of their status as a Trusted referee and;
    - Date of Certification.
3. The certified documents must be securely emailed or posted to Westpac New Zealand within 90 days of being certified.

Note: Audio Visual (e.g., Zoom/Skype) certifications are not acceptable as the original document is not sighted in person by the trusted referee.

### 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/authority to sign, 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 New Zealand Immigration Service, New Zealand Qualifications Authority, New Zealand 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.

## Trusted Referees – list for New Zealand.

New Zealand trusted referees	Definition	Website for registration/Location check
<b>Chartered Accountant</b>	A person who is a full and current member of Chartered Accountants Australia & New Zealand (CA ANZ) 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 <a href="#">CA ANZ - member search</a>
<b>Commonwealth Representative</b>	Any Ambassador, High Commissioner, Commissioner, 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., <a href="#">New Zealand embassy search</a>
<b>Consulate of New Zealand</b>	An official diplomatic office of New Zealand	<a href="#">New Zealand Ministry of Foreign Affairs &amp; Trade</a>
<b>Honorary Consulate of New Zealand</b>	An official diplomatic representative of New Zealand	<a href="#">New Zealand Ministry of Foreign Affairs &amp; Trade</a>
<b>Justice of the Peace</b>	A person appointed as a Justice of the Peace under the Justices of the Peace Act 1957	<a href="http://www.jpfed.org.nz/">http://www.jpfed.org.nz/</a>
<b>Lawyer</b>	A person who holds a current practising certificate as a barrister or as a barrister and solicitor under the Lawyers and Conveyancers Act 2006	<a href="http://www.lawsociety.org.nz">http://www.lawsociety.org.nz</a>
<b>Member of Parliament</b>	An elected representative to Parliament	<a href="http://www.parliament.nz/en/mps-and-electoralates/members-of-parliament/">www.parliament.nz/en/mps-and-electoralates/members-of-parliament/</a>
<b>New Zealand Police Officer</b>	An employee of the Police who holds the office of constable (as defined in section 4 of the Policing Act 2008)	
<b>Notary Public</b>	A notary public within the terms of the relevant jurisdiction	<a href="https://notarypublic.org.nz/">https://notarypublic.org.nz/</a>
<b>Registered Medical Doctor</b>	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	<a href="http://www.mcnz.org.nz/">http://www.mcnz.org.nz/</a>
<b>Registered Teacher</b>	A teacher with a valid current practicing certificate who is registered with the New Zealand Teachers Council	<a href="http://www.teacherscouncil.govt.nz/">http://www.teacherscouncil.govt.nz/</a>
<b>Statutory Declarations</b>	A person who has the legal authority to take statutory declarations or the equivalent in New Zealand	<a href="#">NZ Govt - Making a Statutory Declaration</a>
<b>Kaumātua*</b>	An elder within the Maori community	
<b>Minister of Religion*</b>	A person qualified to give religious service. For example, some Acts (e.g. for marriage purposes)	

\* 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 Referees – list for outside New Zealand.

New Zealand trusted referees	Definition	Website for registration/Location check
<b>Certified Practising Accountant</b>	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 <a href="#">CPA Australia - member search</a>
<b>Full and current member of an overseas accounting body</b>	A person who is a full and current member of an accounting alliance affiliated with Chartered Accountants Australia & New Zealand (CA ANZ)	<a href="#">CA ANZ - Global affiliations</a>
<b>Commonwealth Representative</b>	Any Ambassador, High Commissioner, Commissioner, 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
<b>Consulate of New Zealand</b>	An official diplomatic office of New Zealand	<a href="#">New Zealand Ministry of Foreign Affairs &amp; Trade</a>
<b>Honorary Consulate of New Zealand</b>	An official diplomatic representative of New Zealand	<a href="#">New Zealand Ministry of Foreign Affairs &amp; Trade</a>
<b>Lawyer</b>	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
<b>Notary Public</b>	A notary public within the terms of the relevant jurisdiction	Various
<b>Statutory Declarations</b>	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.  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).	Various