

CONFIRMATION OF IDENTITY AND RESIDENTIAL ADDRESS

Please read this section before you start completing this form.

Under the Anti-Money Laundering and Countering Financing of Terrorism Act you must provide confirmation of both your **identity** and **residential address** before any withdrawal can be made from your Teachers Retirement Savings Scheme accounts.

The documents you provide 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. The documents you provide must be certified; this is explained in detail overleaf.

Member to complete Steps 1 to 5 (please use BLOCK letters).

Step 1. Complete your personal details

Mr Mrs Ms Miss Other (please specify)

Surname/family name Given names

Home/private address:

Number Street Name

Suburb City Postcode

Work phone

Home phone

Mobile

E-mail*

MoE number

Date of birth

School employed at

School number

* I acknowledge that by providing my email address, I am consenting to receiving information about the Scheme (including the annual report) electronically. Should I not wish to receive such information electronically, or should my email address change, I undertake to advise Mercer (N.Z.) Limited, the Scheme's administration manager.

Step 2. Please tick the certified document (s) you are providing:

Certification of documents is explained overleaf.

Confirming your identity

OPTION 1

Enclosed is a **certified** copy of my: (tick **one** only)

<input type="checkbox"/> New Zealand passport	<input type="checkbox"/> New Zealand refugee travel document
<input type="checkbox"/> Overseas passport	<input type="checkbox"/> Emergency travel document
<input type="checkbox"/> New Zealand firearms licence	<input type="checkbox"/> Overseas Government Identity Card
<input type="checkbox"/> New Zealand certificate of identity	

OR

OPTION 2

Enclosed are **certified** copies of my: (tick **one from each column**)

<input type="checkbox"/> New Zealand driver licence	PLUS	<input type="checkbox"/> New Zealand citizenship certificate
<input type="checkbox"/> International driver licence		<input type="checkbox"/> New Zealand birth certificate
<input type="checkbox"/> 18+ card		<input type="checkbox"/> Overseas citizenship certificate
		<input type="checkbox"/> Overseas birth certificate

OR

OPTION 3

Enclosed are **certified** copies of my: (tick **one from each column**)

<input type="checkbox"/> New Zealand driver licence	PLUS	<input type="checkbox"/> Credit card, debit or EFTPOS card
		<input type="checkbox"/> SuperGold card
		<input type="checkbox"/> IRD/other Government agency statement
		<input type="checkbox"/> Community services card
		<input type="checkbox"/> Bank account statement

Step 3. Member to complete – please tick the document you are providing

Confirming your residential address


Enclosed is an original or photocopy of one of the following documents: (tick **one** only)

<input type="checkbox"/> Bank statement	<input type="checkbox"/> Hire purchase agreement
<input type="checkbox"/> IRD or other Government agency statement	<input type="checkbox"/> Insurance policy document
<input type="checkbox"/> Council communication	<input type="checkbox"/> Rental tenancy agreement
<input type="checkbox"/> Utility bill	


Your name must appear on the document and the document must be dated within the last 6 months.

A document sent to a PO Box number cannot be accepted.

Step 4. Sign the form

 Member's signature Date / /

Step 5. Return instructions

 **Member to post form and the identity and address confirmation documents to:**
Teachers' scheme Administrator, Mercer (N.Z.) Limited, PO Box 1849, Wellington 6140.

Note: Documents must be posted; they cannot be sent electronically.

CERTIFYING DOCUMENTS FACT SHEET

People who can certify documents

The person certifying your documents must be 16 years of age or older and must 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)
Kaumatua	Court registrar	Legal executive

Outside New Zealand

Justice of the Peace (JP)	Solicitor	Notary Public
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TO THE CERTIFIER

The certifier must view the original documents (not a fax, photocopy or scan) before writing their full name, occupation, date and signature and make a statement to the effect that the documents provided are a true copy and represent the identity of the named individual. Certification is valid for three months.

The process for certifying documents

The certifier must include on EACH page:

1. Written or stamped **'certified true copy'**
2. Name and signature of certifier
3. Occupation (Teacher, Solicitor, JP 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 the documents re-certified.

Confirming identity for non-members

In certain circumstances you may need to confirm your identity even if you are not the member, for example, for a member's death benefit to be paid.

In addition to verifying the identity of the applicant, all those signing the form will also need to confirm their identity and residential address.

If you have any questions about this form visit www.teachersretire.org.nz or call **0508 4 TEACH (0508 4 83224)**.