

Identification and proof of address – Incorporated society account



We need to collect some information about your identity and address. This information is required by law and is to help keep you safe. You can provide us with identification and proof of address in a number of different ways. Here are some of your options.

Who do we need information from?

When a incorporated society sets up a new account (as either a new or existing customer), we need to collect 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 persons acting on behalf of the society (such as those who have signing authority or power of attorney).

You will be required to provide tax residency information for the individuals mentioned above along with their Tax Identification Number (TIN) for the countries in which they are tax residents of.

What do I need for proof of address?

Society address.

Extract from the NZ Companies Office register showing the registered office address.

Associated individual address.

One of the following dated in the last 12 months for each individual:

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

What ID do I need to bring?

Society Identity ID.

Please bring the following:

- Extract or Certificate from the NZ Companies Office register and;
- New Zealand registered charity number (if applicable)

and one of the following:

- society rules or constitution confirming current office holders or AGM minutes confirming current office holders (signed and dated within the last 12 months) and;

Associated individual ID.

One of the following: (must be current)

- New Zealand driver licence (must be able to be verified electronically by Westpac)
- New Zealand passport (must be signed)
- Foreign passport (must be signed)
- New Zealand firearms licence
- New Zealand refugee travel document
- New Zealand emergency travel document

OR

- Bring in your birth certificate with your KiwiAccess or SuperGold card.

Source of wealth.

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

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

If you're bringing in copies of any documents, you'll need to get them certified by a Trusted Referee beforehand. Any documents in another language will need to be translated to English by an approved provider. Information on Trusted Referees and approved translation services can be found [here](#).