

# Lifestages KiwiSaver Scheme

## Guide to Proof of Guardianship

Use this guide **to determine the additional documentation we need you to provide when acting for a minor (under 18 years old)**.

When we refer to a ‘Guardian’ in this guide, we mean any legal guardian of a minor – which could be a parent of the child, someone appointed under a Court order (see below), or someone appointed under a deceased parent’s will. An ‘Oranga Tamariki Guardian’ is a guardian appointed under the Oranga Tamariki Act 1989.

If you require assistance completing this form, please contact us on **0800 727 2265** or email us at **contact@lifestages.co.nz**.

### Who must sign the relevant forms?

#### Minor is 15 or under:

- > All Guardians; or
- > An Oranga Tamariki Guardian.

#### Minor is 16 or 17:

- > The minor; and
- > Any Guardian (who could be, but does not need to be, an Oranga Tamariki Guardian).

Alternatively, a minor aged 16 or 17 may sign alone on the production of:

- > A **Court Order** removing the minor’s Guardians or **Death Certificates** evidencing the death of the minor’s Guardians; or
- > The minor’s **Marriage Certificate**, or **Civil Union Certificate**; or
- > **Family Court** approval or **written confirmation from the minor’s Guardian** confirming the minor is in a de facto relationship.

### Identification details

Each signatory can present the following original documents and identification and address documents **in person** to your local SBS Bank branch or approved distribution partner.

Where presentation of the original documents is not possible, please provide certified copies of original documents by a Trusted Referee. Please refer to the Document Certification table for a list on who may certify original documents.

#### The Minor (and parents on Birth Certificate):

- > The minor’s full **Birth Certificate**.

#### Appointed Guardian:

- > The **Guardianship Order** issued by a New Zealand Court appointing you as a guardian; or
- > The **Additional Guardian Appointment Form** approved by the Registrar of a New Zealand Family Court appointing you as a guardian; or
- > The minor’s parent’s **Will**, appointing you (you must be 20 years or older) as a testamentary guardian, together with the parent’s **Death Certificate**. A court order is also required if the parent was not a guardian at the time of death.

#### Oranga Tamariki Guardian:

- > The **Court Order** under section 110 of the Oranga Tamariki Act 1989 appointing you as the minor’s guardian; and/or
- > The **Death Certificate** of the previous sole Oranga Tamariki guardian if the guardianship is placed in an iwi, or cultural social service, or chief executive of the Ministry of Social Development, under s119 of the Oranga Tamariki Act 1989.

### Approved Identification Documents

**Each signatory must provide one of the following sets of Name and Date of Birth Identification Documents:**

- Set One – one primary identification document from Set One; **OR**
- Set Two – one primary and one secondary identification document from Set Two; **OR**
- Set Three – one primary and one secondary identification document from Set Three.

	Identity Verification – Primary (Must be signed [where relevant] and current)	Identity Verification – Secondary (Must be signed [where relevant] and current)
<b>Set One</b>	<input type="checkbox"/> New Zealand passport <input type="checkbox"/> Overseas passport* (with photo & signed) <input type="checkbox"/> New Zealand firearms licence	– None required
<b>Set Two</b>	<input type="checkbox"/> New Zealand drivers licence	<input type="checkbox"/> SuperGold Card (signed) <input type="checkbox"/> NZ registered Bank/Credit card (Name embossed & signed) <input type="checkbox"/> NZ registered Bank statement issued in the last 12 months <input type="checkbox"/> Document issued by NZ Government (e.g. marriage licence) <input type="checkbox"/> Statement issued by NZ Government agency (e.g. WINZ, IRD) issued in the last 12 months
<b>Set Three</b>	<input type="checkbox"/> New Zealand full birth certificate <input type="checkbox"/> Overseas full birth certificate* <input type="checkbox"/> Certificate of New Zealand citizenship <input type="checkbox"/> Overseas citizenship certificate*	<input type="checkbox"/> New Zealand drivers licence <input type="checkbox"/> Overseas drivers licence* (with photo) <input type="checkbox"/> 18+ Card/Kiwi Access card <input type="checkbox"/> SuperGold Card (with photo & signed)

\*If you are supplying foreign identity documents for the minor you must also supply proof of **the minor's** New Zealand residency.

### Approved address verification document

**Each signatory must provide one of the following Address Identification Documents:**

**Must be addressed to you personally and, include your current physical address, and be dated within 12 months of presentation.**

**Electronic copies are acceptable if they show the same physical address that they otherwise would have been posted to.**

- Bank statement from NZ registered bank issued in last 12 months
- Utility Bill (Power, Phone, Internet, Gas, Water)
- Local authority rates bill
- Document issued by NZ Government authority
- Non-bank Financial Institution statement or correspondence (e.g. Building Societies and AML/CFT reporting entities)
- Letter from a New Zealand education institution
- A signed Tenancy Agreement
- Current Vehicle registration
- Insurance Policy (dwelling)
- Electronic White Pages
- Sales and Purchase Agreement
- Rest/Retirement Home statement or correspondence

### Document Certification

If signatory is unable to present original documents in person then certified copies of original documents may be presented.

These must be certified by a Trusted Referee.

A Trusted Referee must be over 16 years of age and can be any of the following:

- > New Zealand Lawyer
- > Notary Public
- > Justice of the Peace
- > New Zealand Honorary Consul
- > New Zealand Chartered Accountant
- > A person who has the legal authority to take statutory declarations or the equivalent in New Zealand

The Trusted Referee must not be:

- > Related to the customer; for example, a trusted referee cannot be their parent, child, brother, sister, aunt, uncle or cousin
- > The spouse or partner of the customer
- > A person who lives at the same address as the customer
- > A Person involved in the transaction or business requiring the certification

The Trusted Referee must sight the original document and provide a written statement to the effect that the copy provided is a true and correct copy of the original which they have sighted, and where a photograph is included, represents your identity. Certification must include the name, occupation, signature of the Trusted Referee and the date of certification. Where possible the document should be stamped or sealed noting the authority of that person (i.e. Justice of the Peace stamp). The certification must be provided to us within 3 months of its dating.

### Example of certified driver licence



Must not be expired

### Required Certification statement for photographic document

I certify this to be a true and correct copy of the original, which I have sighted, and the photo represents a true likeness of the individual.

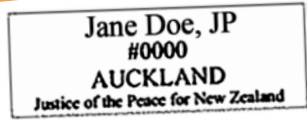
Name: Jane Doe

Occupation: Justice of the Peace

Signature: J Doe

Date: 20 03 20XX

Must be dated within the previous 3 months



### Example of certified address document



Must be dated within the previous 12 months

### Required Certification statement for non-photographic documents

I certify this to be a true and correct copy of the original document, which I have sighted.

Name: Jane Doe

Occupation: Justice of the Peace

Signature: J Doe

Date: 20 03 20XX

Must be dated within the previous 3 months

