

Quick Reference Guide

Certification of Documents



TRUSTED REFEREES

In New Zealand documents may be certified by a 'Trusted Referee'. A Trusted Referee is a person who holds one of the following positions:

- Commonwealth representative (as defined in the Oaths and Declarations Act 1957).
- Member of the police.
- Justice of the Peace.
- Registered Medical Doctor.
- Kaumatua (as verified through a reputable source).
- Registered teacher.
- Minister of religion.
- Lawyer (as defined in the Lawyers and Conveyancers Act 2006).
- Notary public.
- New Zealand Honorary consul.
- Member of Parliament.

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- Chartered Accountant (within the meaning of section 19 of the New Zealand Institute of Chartered Accountants Act 1996).

- A person who has the legal authority to take statutory declarations or the equivalent in New Zealand.

Overseas

When certification occurs overseas, documents may be certified by a person authorised by law in that country to take statutory declarations or the equivalent in that country.



ELIGIBILITY CRITERIA

In addition to holding one of the positions above, for a person to be eligible to be a Trusted Referee, he or she must also satisfy the following criteria:

- Be at least 16 years old.
- Not be related to the person presenting the documents for certification.
- Not live at the same address as the person presenting the documents for certification.
- Not be the spouse or partner of the person presenting the documents for certification.
- Not be involved in the transaction or business that the certification relates to.



SIGN OFF

The Trusted Referee must also include the following information on each document being certified:

- Name.
- Signature.
- Occupation.
- Date of certification (which must be within 3 months of receiving the document).
- Preferred contact details (in case we need to contact you).



HOW MUST DOCUMENTS BE CERTIFIED

A Trusted Referee must sight the original document, make a photocopy of the document and then make a statement to the following effect on the photocopied document (as applicable):

Photographic Document

"I certify that this is a true copy of the original, which I have sighted, and the photo represents a true likeness of the person presenting the document to me for certification."

Non-Photographic Document

"I certify that this is a true copy of the original, which I have sighted."



ACCEPTABLE DOCUMENTS

Identity Documents

Document(s) from either option 1 or option 2:

Option 1

Passport (NZ or overseas); **OR**
NZ Firearms Licence.

Option 2

NZ Drivers Licence*.

and

New Zealand Birth Certificate.

New Zealand Citizenship Certificate.

18+ Card (Kiwi Access Card)

Bank Card from a NZ registered bank*; **OR**

NZ Bank Statement; **OR**

Document or statement issued by a Government

Agency within the past 12 months; **OR**

SuperGold Card.

**If you are sending a photocopy of a Drivers Licence or a Bank Card, BOTH SIDES of the card must be copied and certified.*

Proof of Address

One of the following, dated within the last 12 months, containing your FULL name:

Utility Bill / Rates Invoice.

Statement issued by a Government Agency.

Bank Statement.

Letter issued by a Registered Retirement Village.



CHECK

- ✓ Has the document been certified by a Trusted Referee?
 - ✓ Is the Trusted Referee eligible to make the certification?
 - ✓ Does the certification include the appropriate wording, name, occupation, the signature of the Trusted Referee and the date of the certification?
 - ✓ Are the documents "acceptable"?
 - Use the 'Certification Form for Trusted Referees'
- TIP** to make certification easy.

Certification Form for Trusted Referees

Greenplan Forestry Limited



INSTRUCTIONS

To certify documents on behalf of Greenplan Forestry Limited, you must sight the original document, take a copy of the document within the box below, and sign this Form.



IDENTITY DOCUMENT / PROOF OF ADDRESS

[Place document here]

Overlay the document being certified here and photocopy the document being certified onto this Form.



CERTIFICATION WORDING

Photographic Document

I certify that this is a true copy of the original, which I have sighted, and the photo represents a true likeness of the person presenting the document to me for certification.

Non-Photographic Document

I certify that this is a true copy of the original, which I have sighted.



SIGN OFF

Name

Position

Signature

Date

Preferred Contact Details