Guide to Identity and Other Documents

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<td><strong>Signature required from</strong></td>
<td><strong>Applicant</strong></td>
<td><strong>Child; and</strong></td>
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<td><strong>Identity documents required from</strong></td>
<td><strong>Applicant</strong></td>
<td><strong>Child; and</strong></td>
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<td><strong>Proof of address required from</strong></td>
<td><strong>Applicant</strong></td>
<td><strong>One parent or legal guardian</strong></td>
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If you are the only legal guardian you must provide a Statutory Declaration to confirm there are no other legal guardians.

**Section 1: Identity Documents**

Your application must be submitted with one of the identity document options set out in the table below. If these documents have been provided to us after 30 June 2013, they do not need to be provided again.

**18 AND OVER - OPTION 1**

- **One of the following:**
  - Passport* (pages containing name, date of birth, photograph and signature)
  - New Zealand driver licence
  - New Zealand firearms licence

**18 AND OVER - OPTION 2**

- **PLUS one of the following:**
  - Full birth certificate*
  - Overseas driver licence
  - 18+ Card

**CHILDREN UNDER 16**

- **One of the following:**
  - Full birth certificate*
  - Passport*

- **PLUS:**
  - Both parents/all guardian’s identification (see option 1 or 2 above)
  - Proof of guardianship (if applicable)

**CHILDREN AGED 16 AND 17**

- **One of the following:**
  - Full birth certificate*
  - Passport*

- **PLUS:**
  - One parent/one guardian’s identification (see option 1 or 2 above)
  - Proof of guardianship (if applicable)

*If you are supplying foreign identity documents you must also supply proof of New Zealand residency.*
Section 2: Certifying your Identity Documents

Identity documents must be certified by one of the following people:
- Justice of the Peace
- Registered Teacher
- Notary Public
- Registered Lawyer
- Registered Doctor
- Member of Parliament
- Chartered Accountant
- Police Officer

Identity documents cannot be certified by the following people:
- Yourself
- Someone related to you
- Your spouse or partner
- Someone who lives at the same address as you
- A person benefitting from this withdrawal

The person certifying your documents must write the following statement on the copies of your documents:

“I certify this to be a true copy of the original document and confirm it represents the identity of (full name).”

The person certifying your documents must include the following details:
- Their name
- Their signature
- Their occupation
- The date of certification

Certification must have been carried out within three months of your application. If you wish, you may personally bring your identity documents to the Fisher Funds office and we will copy and verify your documents.

Please do not send in original versions of your identity documents.

Section 3: Proof of Address for all Persons 18 Years and Over

Please provide proof of your physical address (not a PO Box) by sending us a copy of an invoice, statement, letter or contract in your name, dated within the last 12 months, from one of the following sources:
- Utility providers e.g. water, electricity, gas, telecommunications
- Professional service providers e.g. lawyer, accountant, doctor
- Major service providers e.g. Sky TV, internet provider, newspaper, insurance
- Central or local government correspondence e.g. IRD, benefit statement, rates notice
- Current employer payslip
- Bank correspondence or statement
- Tenancy agreement

Section 4: Proof of Bank Account for Withdrawals (does not need to be certified)

Please provide one of the following if you are withdrawing from the Scheme. It must show your bank account name, your bank account number and the logo of your bank.
- Bank statement dated within the last three months; or
- Printed copy of an online bank statement dated within the last three months; or
- A bank generated deposit slip