



Comprehensive Guide to Supporting Documents

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Merchant Application Supporting Document Requirements

1 Business Types

1.1 Sole Trader

- Proof of Address

The documents below can serve as a valid proof of address (Attested verification is **not** required). Required to be a **Personal residential** Proof of address with full name and physical residential address.

- A recent bill from the customer's power, gas, water, telephone or internet service provider company **or**
- Council Rates notice/valuation **or**
- A recent statement from any New Zealand Bank **or**
- An Insurance policy **or**
- A letter from the Electoral Office **or**
- A government agency issued item which includes their name address and unique reference ID **or**
- A letter from a Solicitor confirming their recent house purchase
- A tenancy agreement **or**
- A signed letter from the hotel, establishment or hostel that they are staying at confirming that they are currently residing at that address.

- Identification

As set out in the Identification requirements documents:

- The Identification can be given in the following combinations
- **Verified copy:** Stamped and Signed by either a JP, Lawyer or chartered accountant
 - A **verified copy** of a passport (any nationality as long as the particulars are in English) **or**
 - A **verified copy** of a New Zealand Certificate of Identity **or**
 - A **verified copy** of a New Zealand Firearms Licence **or**
 - A **verified copy** of a Foreign –Issued Identity Document **or**
 - A **verified copy** of a New Zealand Refugee Travel Document **or**
 - A **verified copy** of an Emergency Travel Document

OR

- One form of the following primary non-photographic Identification:
 - A **verified copy** of a New Zealand Birth certificate **or**
 - A **verified copy** of a Certificate of New Zealand Citizenship **or**
 - A **verified copy** of a Certificate of Citizenship issued by a foreign government **or**
 - A **verified copy** of a Birth Certificate by a Foreign government

Along with

- A **verified copy** of a New Zealand Drivers Licence **or**
- A **verified copy** of a 18+ Card (Hospitality Association) **or**
- A **verified copy** of a valid and current international driving permit

Or

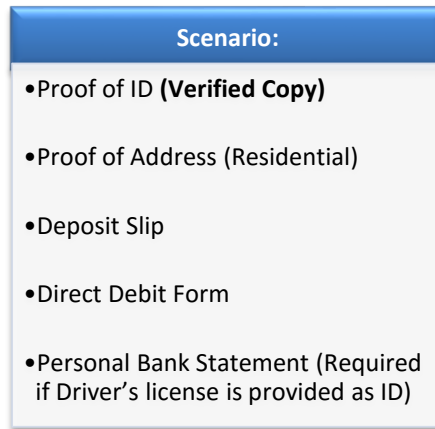
- A **verified copy** of a Driver Licence together with:
 - A **personal bank statement** issued by a registered NZ bank in 12 Months immediately preceding the date of the application **or**
 - A **verified copy** of an embossed Credit Card, Debit Card or EFTPOS Card issued by a registered bank within the last 12 months **or**
 - A statement issued by a NZ government agency to the person in the 12 months immediately preceding the date of the application, for example a statement from Inland Revenue.

○ **Deposit Slip**

This can be a copy of a Deposit slip or can be a Bank Statement which includes the Bank's Name & Business/Director Name and Bank Account number matching the Direct Debit Form.

○ **Direct Debit Form**

This is a signed form by the applicant and has to be signed and include bank account details. This person must also have an authority for the account.



1.2 Limited Liability Company

○ Certificate of Incorporation

This document is available from the Companies office website

(<https://www.business.govt.nz/companies/learn-about/searching>) you can find the business here and download your certificate.

○ Proof of Address

For ALL Directors, Shareholders with > 25% shareholding and Beneficial Owners – The documents below can serve as a valid proof of address (Attested verification is **not** required). Required to be a **Personal residential** Proof of address with full name and physical residential address.

- A recent bill from the customer's power, gas, water, telephone or internet service provider company **or**
- Council Rates notice/valuation **or**
- A recent statement from any New Zealand Bank **or**
- An Insurance policy **or**
- A letter from the Electoral Office **or**
- A government agency issued item which includes their name address and unique reference ID **or**
- A letter from a Solicitor confirming their recent house purchase
- A tenancy agreement **or**
- A signed letter from the hotel, establishment or hostel that they are staying at confirming that they are currently residing at that address.

o Identification

For ALL Directors, Shareholders with > 25% shareholding and Beneficial Owners – as set out in the Identification requirements documents:

- **Verified copy:** Stamped and Signed by either a JP, Lawyer or chartered accountant.
- The Identification can be given in the following combinations
 - A **verified copy** of a passport (any nationality as long as the particulars are in English) **or**
 - A **verified copy** of a New Zealand Certificate of Identity **or**
 - A **verified copy** of a New Zealand Firearms Licence **or**
 - A **verified copy** of a Foreign –Issued Identity Document **or**
 - A **verified copy** of a New Zealand Refugee Travel Document **or**
 - A **verified copy** of an Emergency Travel Document

OR

- One form of the following primary non-photographic Identification:
 - A **verified copy** of a New Zealand Birth certificate **or**
 - A **verified copy** of a Certificate of New Zealand Citizenship **or**
 - A **verified copy** of a Certificate of Citizenship issued by a foreign government **or**
 - A **verified copy** of a Birth Certificate by a Foreign government

Along with

- A **verified copy** of a New Zealand Drivers Licence **or**
- A **verified copy** of a 18+ Card (Hospitality Association) **or**
- A **verified copy** of a valid and current international driving permit

OR

- A **verified copy** of a Driver Licence together with:
 - A personal bank statement issued by a registered NZ bank in 12 Months immediately preceding the date of the application **or**
 - A **verified copy** of an embossed Credit Card, Debit Card or EFTPOS Card issued by a registered bank within the last 12 months **or**

- A statement issued by a NZ government agency to the person in the 12 months immediately preceding the date of the application, for example a statement from Inland Revenue.
- **Deposit Slip**
This can be a copy of a Deposit slip or can be a Bank Statement which includes the Bank's Name & Company's Name and Bank Account number matching the Direct Debit Form.
- **Direct Debit Form**
This is a signed form by the applicant and has to be signed and include bank account details. This person must also have an authority for the account.

Scenario A	Scenario B	Scenario C
<ul style="list-style-type: none"> • 5 Director and 4 Shareholder (Director A and B have 49% of share ownership each.) • Certificate of Incorporation • Proof of ID (Verified Copy) <ul style="list-style-type: none"> • Director and Shareholder A (49%) • Director and Shareholder B (49%) • Director C (1%) • Director D (1%) • Director E • Proof of Address (Required for all directors and shareholders with over 25% ownership) <ul style="list-style-type: none"> • Director and Shareholder A • Director and Shareholder B • Director C • Director D • Director E • Deposit Slip (For the business) • Direct Debit Form (In the business name) 	<ul style="list-style-type: none"> • 4 Director and 5 Shareholder (Director A, B and C shares 65% share ownership, Director D have 25% and Shareholder E have 10%.) • Certificate of Incorporation • Proof of ID (Verified Copy) <ul style="list-style-type: none"> • Director and Shareholder A • Director and Shareholder B • Director and Shareholder C • Director and Shareholder D • Shareholder E • Proof of Address (Residential) <ul style="list-style-type: none"> • Director and Shareholder A • Director and Shareholder B • Director and Shareholder C • Director and Shareholder D • Shareholder E • Deposit Slip • Direct Debit Form 	<ul style="list-style-type: none"> • 1 Director and 1 Shareholder (Same person) • Certificate of Incorporation • Proof of ID (Verified Copy) <ul style="list-style-type: none"> • Director A • Proof of Address (Residential) <ul style="list-style-type: none"> • Director A • Deposit Slip • Direct Debit Form

1.3 Partnership

- **Partnership Agreement**
Registered partners should have a copy of this agreement.
- **Proof of Address**
For Both partners– The documents below can serve as a valid proof of address (Attested verification is **not** required). Required to be a **Personal residential** Proof of address with full name and physical residential address.

- A recent bill from the customer's power, gas, water, telephone or internet service provider company **or**
- Council Rates notice/valuation **or**
- A recent statement from any New Zealand Bank **or**
- An Insurance policy **or**
- A letter from the Electoral Office **or**
- A Government agency issued item which includes their name address and unique reference ID **or**
- A letter from a Solicitor confirming their recent house purchase
- A tenancy agreement **or**
- A signed letter from the hotel, establishment or hostel that they are staying at confirming that they are currently residing at that address.

○ Identification

For Both Partners– as set out in the Identification Requirements Documents:

- **Verified copy:** Stamped and Signed by either a JP, Lawyer or chartered accountant
- The Identification can be given in the following combinations
 - A **verified copy** of a passport (any nationality as long as the particulars are in English) **or**
 - A **verified copy** of a New Zealand Certificate of Identity **or**
 - A **verified copy** of a New Zealand Firearms Licence **or**
 - A **verified copy** of a Foreign –Issued Identity Document **or**
 - A **verified copy** of a New Zealand Refugee Travel Document **or**
 - A **verified copy** of an Emergency Travel Document

OR

- One form of the following primary non-photographic Identification:
 - A **verified copy** of a New Zealand Birth certificate **or**
 - A **verified copy** of a Certificate of New Zealand Citizenship **or**
 - A **verified copy** of a Certificate of Citizenship issued by a foreign government **or**
 - A **verified copy** of a Birth Certificate by a Foreign government

Along with

- A **verified copy** of a New Zealand Drivers Licence **or**

- A **verified copy** of a 18+ Card (Hospitality Association) **or**
- A **verified copy** of a valid and current international driving permit

OR

- A **verified copy** of a Driver Licence together with:
 - A personal bank statement issued by a registered NZ bank in 12 Months immediately preceding the date of the application **or**
 - A **verified copy** of an embossed Credit Card, Debit Card or EFTPOS Card issued by a registered bank within the last 12 months **or**
 - A statement issued by a NZ government agency to the person in the 12 months immediately preceding the date of the application, for example a statement from Inland Revenue.
- **Deposit Slip**

This can be a copy of a Deposit slip or can be a Bank Statement which includes the Bank's Name & Business/Both Partner's Name and Bank Account number matching the Direct Debit Form.
- **Direct Debit Form**

This is a signed form by the applicant and has to be signed and include bank account details. This person must also have an authority for the account.

Scenario
<ul style="list-style-type: none"> •Partnership Agreement •Proof of ID (Verified Copy) <ul style="list-style-type: none"> •Partner A •Partner B •Proof of Address (Residential) <ul style="list-style-type: none"> •Partner A •Partner B •Deposit Slip •Direct Debit Form

1.4 Charities

- **Certificate of Incorporation**

This document is available from the **Charities Registry**

(<https://www.register.charities.govt.nz/CharitiesRegister/Search>) you can find the charity name here and Download the Charity Summary.

- Please note, all current officers and trustees' details must be up to date on the charities register site.

- Proof of Address

For ALL Officers and Committee member – The documents below can serve as a valid proof of address (Attested verification is not required). Required to be a **Personal residential** Proof of address with full name and physical residential address.

- A recent bill from the customer's power, gas, water, telephone or internet service provider company **or**
- Council Rates notice/valuation **or**
- A recent statement from any New Zealand Bank **or**
- An Insurance policy **or**
- A letter from the Electoral Office **or**
- A Government agency issued item which includes their name address and unique reference ID **or**
- A letter from a Solicitor confirming their recent house purchase
- A tenancy agreement **or**
- A signed letter from the hotel, establishment or hostel that they are staying at confirming that they are currently residing at that address.

- Identification

For ALL Officers and Committee member – as set out in the Identification required documents:

- **Verified copy:** Stamped and Signed by either a JP, Lawyer or chartered accountant
- The Identification can be given in the following combinations
 - A **verified copy** of a passport (any nationality as long as the particulars are in English) **or**
 - A **verified copy** of a New Zealand Certificate of Identity **or**
 - A **verified copy** of a New Zealand Firearms Licence **or**
 - A **verified copy** of a Foreign –Issued Identity Document **or**
 - A **verified copy** of a New Zealand Refugee Travel Document **or**
 - A **verified copy** of an Emergency Travel Document

OR

- One form of the following primary non-photographic Identification:
 - A **verified copy** of a New Zealand Birth certificate **or**
 - A **verified copy** of a Certificate of New Zealand Citizenship **or**
 - A **verified copy** of a Certificate of Citizenship issued by a foreign government **or**
 - A **verified copy** of a Birth Certificate by a Foreign government

Along with

- A **verified copy** of a New Zealand Drivers Licence **or**
- A **verified copy** of a 18+ Card (Hospitality Association) **or**
- A **verified copy** of a valid and current international driving permit

OR

- A **verified copy** of a Driver Licence together with:
 - A personal bank statement issued by a registered NZ bank in 12 Months immediately preceding the date of the application **or**
 - A **verified copy** of an embossed Credit Card, Debit Card or EFTPOS Card issued by a registered bank within the last 12 months **or**
 - A statement issued by a NZ government agency to the person in the 12 months immediately preceding the date of the application, for example a statement from Inland Revenue.

○ **Deposit Slip**

This can be a copy of a Deposit slip or can be a Bank Statement which includes the Bank's Name & Charity's Name and Bank Account number matching the Direct Debit Form.

○ **Direct Debit Form**

This is a signed form by the applicant and has to be signed and include bank account details. This person must also have an authority for the account.

Scenario
<ul style="list-style-type: none"> •4 Trustees and Committee members •Certificate of Incorporation •Proof of ID (Verified Copy) <ul style="list-style-type: none"> •Trustees or Committee member A •Trustees or Committee member B •Trustees or Committee member C •Trustees or Committee member D •Proof of Address (Residential) <ul style="list-style-type: none"> •Trustees or Committee member A •Trustees or Committee member B •Trustees or Committee member C •Trustees or Committee member D •Deposit Slip •Direct Debit Form

1.5 Incorporated Societies

○ Certificate of Incorporation

This is the document that's available from the **Society Registry**

(<http://www.societies.govt.nz/cms>) you can find the Society name here and download the Certificate of Incorporation.

Please note, all current officers and trustees' details must be up to date on the societies register site.

○ Proof of Address

For ALL Officers and Trustees member – The documents below can serve as a valid proof of address (Attested verification is **not** required). Required to be a **Personal residential** Proof of address with full name and physical residential address.

- A recent bill from the customer's power, gas, water, telephone or internet service provider company **or**
- Council Rates notice/valuation **or**
- A recent statement from any New Zealand Bank **or**
- An Insurance policy **or**
- A letter from the Electoral Office **or**
- A Government agency issued item which includes their name address and unique reference ID **or**
- A letter from a Solicitor confirming their recent house purchase

- A tenancy agreement **or**
- A signed letter from the hotel, establishment or hostel that they are staying at confirming that they are currently residing at that address.

○ Identification

For ALL Officers and Trustees member – as set out in the Identification required documents:

- **Verified copy:** Stamped and Signed by either a JP, Lawyer or chartered accountant.
- The Identification can be given in the following combinations
 - A **verified copy** of a passport (any nationality as long as the particulars are in English) **or**
 - A **verified copy** of a New Zealand Certificate of Identity **or**
 - A **verified copy** of a New Zealand Firearms Licence **or**
 - A **verified copy** of a Foreign –Issued Identity Document **or**
 - A **verified copy** of a New Zealand Refugee Travel Document **or**
 - A **verified copy** of an Emergency Travel Document

OR

- One form of the following primary non-photographic Identification:
 - A **verified copy** of a New Zealand Birth certificate **or**
 - A **verified copy** of a Certificate of New Zealand Citizenship **or**
 - A **verified copy** of a Certificate of Citizenship issued by a foreign government **or**
 - A **verified copy** of a Birth Certificate by a Foreign government

Along with

- A **verified copy** of a New Zealand Drivers Licence **or**
- A **verified copy** of a 18+ Card (Hospitality Association) **or**
- A **verified copy** of a valid and current international driving permit

OR

- A **verified copy** of a Driver Licence together with:
 - A personal bank statement issued by a registered NZ bank in 12 Months immediately preceding the date of the application **or**

- A **verified copy** of an embossed Credit Card, Debit Card or EFTPOS Card issued by a registered bank within the last 12 months **or**
 - A statement issued by a NZ government agency to the person in the 12 months immediately preceding the date of the application, for example a statement from Inland Revenue.
- **Deposit Slip**
- This can be a copy of a Deposit slip or can be a Bank Statement which includes the Bank's Name & Society's Name and Bank Account number matching the Direct Debit Form.
- **Direct Debit Form**
- This is a signed form by the applicant and has to be signed and include bank account details. This person must also have an authority for the account.

Scenario
<ul style="list-style-type: none">•4 Officers and Trustees member.•Certificate of Incorporation•Proof of ID (Verified Copy)<ul style="list-style-type: none">•Officer or Trustee A•Officer or Trustee B•Officer or Trustee C•Officer or Trustee D•Proof of Address (Residential)<ul style="list-style-type: none">•Officer or Trustee A•Officer or Trustee B•Officer or Trustee C•Officer or Trustee D•Deposit Slip•Direct Debit Form

2 Acceptable Document Examples

2.1 Certificate of Incorporation

2.1.1 Company



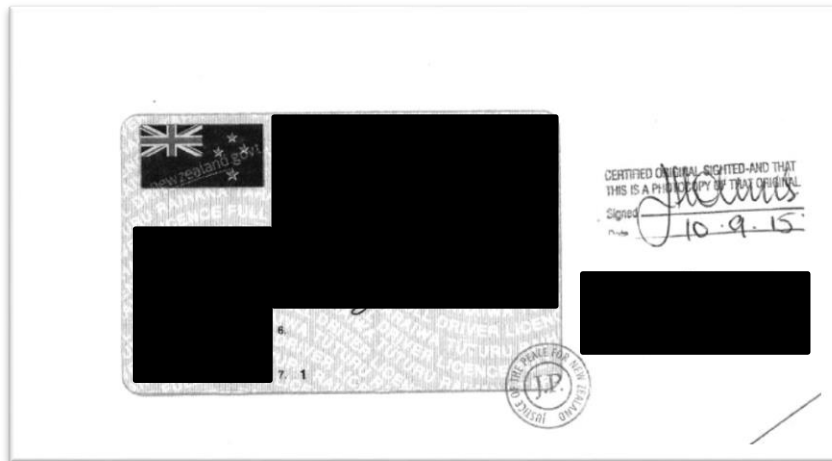
2.1.2 Charity



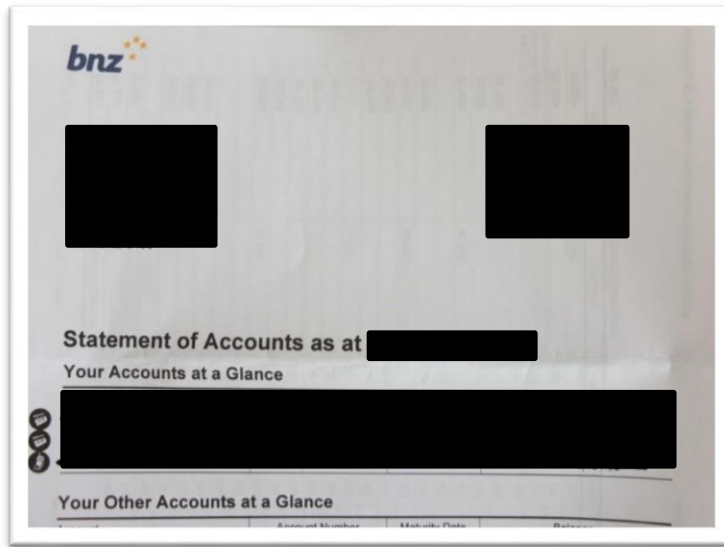
2.1.3 Incorporated Society



2.2 ID File



2.3 Proof of Address



ENERGY ONLINE Tax Invoice/Statement
Energy Online GST Reg No 71-067-769

Customer No. 599997
Account Enquiries 0800 086 400
Fax 09 539 4533
Electricity Faults Number 0800 567876
Email help@energyonline.co.nz
Invoice Date 6 April 2015
Statement/Invoice No. 12421948

You can now view the latest information about your account - your current balance, latest invoice or track your energy usage, at www.energyonline.co.nz.

Historical Usage Information
Previous 12 months Usage 6531 kWhs
Avg Daily Usage 18 kWhs
Avg Monthly Bill \$174.86 excl GST

2.4 Deposit Slip

The image shows a blue ANZ Bank New Zealand Limited Deposit Slip form. The form includes the ANZ logo and the text "ANZ Bank New Zealand Limited". It has several fields for information: "Date", "For credit of" (with a dollar sign), "Teller", "For credit of" (with a line for name), "Paid in by (first and last name)", "Date", "Notes", "Coins", "Sub Total Cash", and "Cheques as per reverse". There are also some smaller text boxes for "Teller's initials and stamp" and a disclaimer: "Proceeds of cheques unavailable until cleared. ANZ does not receive deposits marked for specific application. ANZ is not responsible for delays in processing this deposit." The form is partially filled with black redaction marks.



Statement of Accounts

Your Account(s) at a glance as at 31 March 2015

 LIMITED

ANZ Online Business
PO Box 99 026
Newmarket

Helpline: 0800 269 249
Facsimile: (04) 470 5404

Account Information

Account Number
Opening Balance
Closing Balance
Statement Number
Statement Period

