



New Zealand and the e-APP: A targeted approach

London, 13 June 2009

Presented by Carlee Reid
Authentication Unit, New Zealand

THE DEPARTMENT OF INTERNAL AFFAIRS



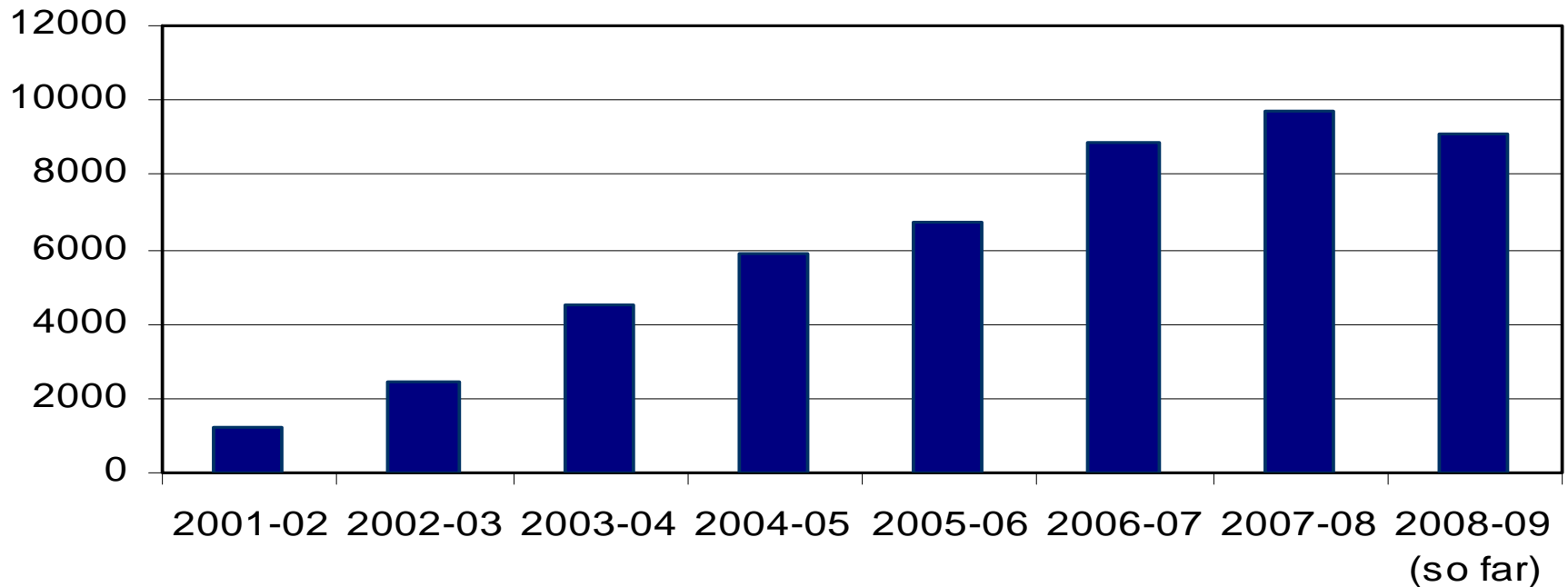
Te Tari Taiwhenua

OVERVIEW

1. Introducing the Authentication Unit
2. Notaries in New Zealand
3. Why we are implementing the e-APP now
4. Our targeted approach to launching it
5. How we did it, what it looks like, and how it's going so far

1. Introducing the Authentication Unit

- Sole designated competent authority for issuing New Zealand Apostilles
- One office in Wellington
- Issuing Apostilles since November 2001






We regularly produce Apostilles for 40 countries

Top destinations:

17%	Netherlands
12%	Republic of Korea
8%	Germany
6%	Russian Federation
5%	Argentina
4%	Italy / Venezuela
3%	Croatia / France / Spain / Romania
2%	Czech Republic / Poland / USA



We regularly legalise documents for 30 countries not party to the Hague Convention

Top destinations:

- 39% China
- 17% United Arab Emirates
- 8% Syrian Arab Republic
- 5% Chile
- 4% Egypt / Philippines / Saudi Arabia

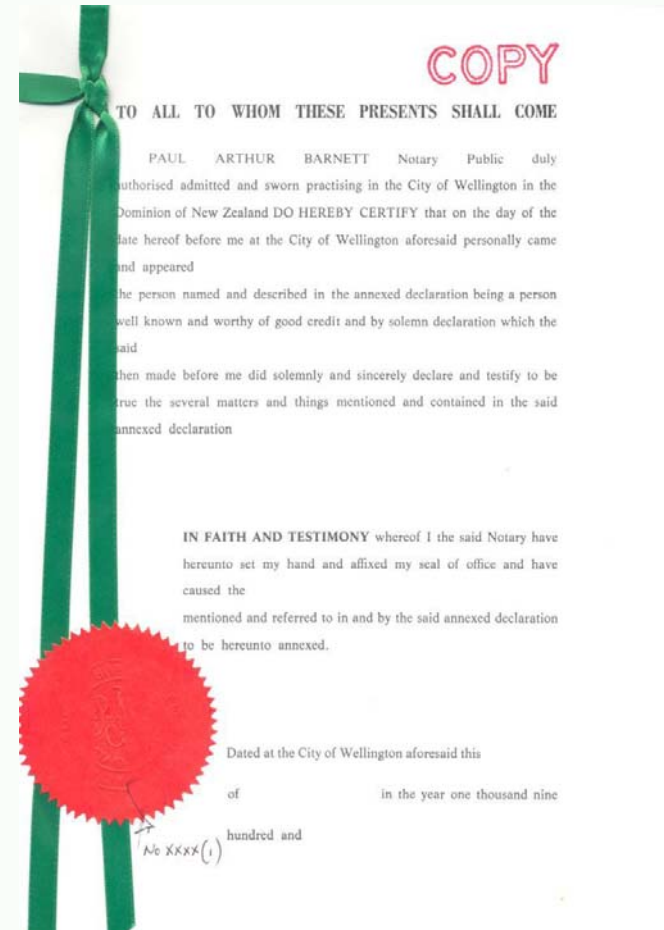
Most common documents:

39%	Civil Status
16%	Notarial acts
12%	Adoptions
9%	Extracts from Commercial Registers
7%	Education / Police Clearances
5%	Other government
3%	Passports
1%	Court / Intellectual Property

- **50% of the documents we receive are government issued**
- **50% are notarised**

2. Notaries in New Zealand

- 215 Notaries
- 3 regional associations and the Australian and New Zealand College of Notaries
- Notaries in NZ must be practising lawyers



Examples of Notarial Certificates

NOTARY'S CERTIFICATE OF DUE EXECUTION

I, **PETER JOHANNES DENEË**, Notary Public duly admitted and sworn, practising in the City of Wellington in New Zealand, **HEREBY CERTIFY** that the annexed **DEED OF APPOINTMENT OF PROTECTOR** dated 20th Bckyyw 2008 has been duly executed as a Deed in accordance with the law by **XXXXX TRUSTEE LIMITED** by the signature of its sole Director namely John B. Smith, whose signature is known to me, and whose signature has been duly witnessed.

IN WITNESS WHEREOF I have hereunto subscribed my signature and affixed my seal of office at Wellington aforesaid on this 22nd day of July in the year Two Thousand and Eight (2008).

SIGNATURE

Peter Johannes Deneë
Notary Public
City of Wellington in New Zealand
(My commission is not limited by time.)



NOTARIAL CERTIFICATE VERIFYING THE MAKING OF AN AFFIDAVIT

I, **BRIAN SCOTT PALLISER**, Notary Public, practising in the City of Christchurch in New Zealand **CERTIFY** that:

- On [date] **AB** of [address], Christchurch, New Zealand [description], [the Deponent] who identified himself to me by the production of his [identifying document(s)] personally appeared before me at Christchurch and after making his oath before me in proper form of law, the Deponent swore before me as to the truth of the several matters and things mentioned and contained in the annexed affidavit;
- the signature on the affidavit purporting to be the Deponent's signature is his true signature and proper handwriting;
- the Deponent is of full age and of full capacity and made the affidavit of his own free will; and
- the three exhibits marked 'A', 'B' and 'C' respectively, which are referred to in the affidavit, have each been marked by me for purposes of identification and were each produced and shown to the Deponent at the time of making the affidavit.

IN WITNESS of which I have subscribed my name and affixed my seal of office this day of _____ Two thousand and _____

Brian Scott Palliser
Notary Public
Christchurch, New Zealand
(My appointment is not limited by time.)




BRIAN S. PALLISER
Notary Public
Christchurch, NEW ZEALAND
(My appointment is not limited by time.)

SAMPLE ONLY

TO ALL to whom these presents shall come I, **JOHN DAVID LEEMING CORRY** of Taupo in New Zealand Notary Public duly appointed as such for New Zealand on the 11th day of May 1956 by Geoffrey Francis Fisher Archbishop of Canterbury under the Seal of the Office of faculties Westminster **SEND GREETING:**

BE IT KNOWN that on this _____ day of _____ 2009 appeared before me **X.....Y.....Z** who identified himself to me by production of his Passport No. _____ issued by the Government of _____ **AND** who thereupon signed in my presence the attached _____ on which I have placed my seal.

IN WITNESS WHEREOF I append my signature and seal.



Why are we not working with Notaries yet?

- No e-Notarisation in New Zealand.
- We don't need to work with Notaries in order to implement the e-APP - 50% of our documents are government issued.
- Little incentive for Notaries to adopt e-Notarisation until we implement the e-APP.

3. Why are we implementing the e-APP.. ?

- It is in the **best interest** of our customers.
- It is an **inevitable** modernization.
- **Geographic isolation** – costly and time consuming sending our documents overseas.

.....now

Why adopt the e-APP now?

(There's no demand. Is it even being accepted?)

- Freedom to develop and implement at our own pace.
- No deadlines, no external pressure from customers or end users to provide it.
- Gives us a period of trial and error to improve e-APP.


4. How we are launching it – a targeted and selective approach

- We are not advertising the service to the general public.

Only advertising to customers who can submit e-documents.

- We provide an e-APP (along with a paper certificate) at no extra cost to every customer who submits an appropriate e-document.

Our intent is for the e-APP replace the paper certificate in time.

- 
-
- Only working with e-documents issued by the Companies Office, Ministry of Economic Development.
 - Company Extracts
 - Certificates of Incorporation
 - Certificates of Good Standing.

 - These have a validation number and can be validated through their website.

 - Looking to work with other government departments who issue e-documents.



New Zealand Companies Office

- Home
- Our services
- How do I...?
- Other entities we register
- Your legal responsibilities
- Customer support
- Online services**
- Get User ID
- Logon
- Help

- ### Online Services
- Search the Companies Register
 - Search Other Registers
 - Form a Company
 - Maintain Company Details
 - File Annual Return
 - My Tools

DOCUMENT VALIDATION SERVICE

To validate that a document has been issued by the Registrar:

1. Enter a validation number
2. Complete the email address field
3. Click SEND

For further information on completing this form select HELP from the right hand corner of your screen.

Validation Number *

Email Address *

5. How we did it and what it looks like

- We use a commercial Certificate Authority – GlobalSign, an authorised participant in the Adobe Certified Document Services program.
 - Benefit from their expertise and experience.
 - Added security of CDS Certification.
- To demonstrate how simply we integrated the e-APP into our existing process let's walk through that process:

a. We have a custom-built database into which we add the details of each application:

Remedy User - [Request (Modify)]

File Edit View Tools Actions Window Help

Modify Request 08614

Request Form

Request type: Apostille Date received: 1/06/2009 Job received via: Other
Status: Completed Deadline date: 8/06/2009 Deadline met: Yes
Year: 2009 Dispatch date: 1/06/2009 Dispatch method: Buying Courier Bag
Job #: 08614 [Split job](#) Create Translation

Customer Details | Documents | Notes / Attachments

Customer+: Fern Limited Customer type: Organisation
Contact name: _____ BDM ref #: _____
Phone number: 470 2928 Fax: _____ [Create customer](#)
Email address: _____ [Edit customer](#)
Country Name: Switzerland [Print receipt](#)
[Print cover sheet](#) Receipt to: Fern Limited

Payments: Add Delete

Payment Method	Date	Amount (\$)
Credit Card	1/06/2009	45.00

Payment error: _____ GST exclusive: No
Additional costs (\$): 5.00
Fee amount (\$): 40.00
DIA total amount (\$): 45.00
Total amount (\$): 45.00

Billing Address | **Delivery Address**

Street: Level 13 86 Lambton Quay
Suburb: _____
City: Wellington
Post Code: 6011
Country: _____

1 Selected Number 1 of 1 REID C remedyprod

b. Once the signature/seal has been verified we add the document details and print the Apostille certificate:

Remedy User - [Request (Modify)]

File Edit View Tools Actions Window Help

Modify Request 08614

Request Form

Request type: Apostille Date received: 1/06/2009 Job received via: Other
Status: Completed Deadline date: 8/06/2009 Deadline met: Yes
Year: 2009 Dispatch date: 1/06/2009 Dispatch method: Buying Courier Bag
Job #: 08614 [Split job](#) Create Translation

Customer Details Documents **Notes / Attachments**

Document type: Incorporation
Signee name+: Neville Owen Harris
Capacity: Registrar of Companies
Seal: Registrar of Companies, New Zealand

Case No.	Document Type	Signee Name
08614.1	Incorporation	Neville Owen Harris

Confirmation (remedyprod)

Are you sure you want to print the selected apostille(s)?

Print to: Printer

Yes No

* An apostille must have a Dispatch Date and Dispatch Method before it can be printed.

Apostille Type: Standard Print*

1 Selected Number 1 of 1 REID C remedyprod

c. We attach the certificate with a ribbon to the submitted document and apply the Department seal:



1. To create an e-APP, we save the Apostille as a PDF file instead of sending it to the printer:

The screenshot shows the 'Remedy User - [Request (Modify)]' application window. The main window title is 'Modify Request 08614'. The 'Request Form' section contains the following fields:

- Request type: Apostille
- Status: Completed
- Year: 2009
- Job #: 08614
- Date received: 1/06/2009
- Deadline date: 8/06/2009
- Dispatch date: 1/06/2009
- Job received via: Other
- Deadline met: Yes
- Dispatch method: Buying Courier Bag

The 'Customer Details' section shows:

- Document type: Incorporation
- Signee name+: Neville Owen Harris
- Capacity: Registrar of Companies
- Seal: Registrar of Companies, New Zealand

A table below the details shows the following data:

Case No.	Document Type	Signee Name
08614.1	Incorporation	Neville Owen Harris

The 'Confirmation (remedyprod)' dialog box is overlaid on the main window, asking: 'Are you sure you want to print the selected apostille(s)?'. It includes a 'Print to:' dropdown menu set to 'File' and 'Yes' and 'No' buttons.

At the bottom of the main window, there is a status bar with the following text: '1 Selected', 'Number 1 of 1', 'REID C', and 'remedyprod'.



Modify Request 08614 Save

Request Form

Request type: Apostille	Date received: 1/06/2009	Job received via: Other
Status: Completed	Deadline date: 8/06/2009	Deadline met: Yes
Year: 2009	Dispatch date: 1/06/2009	Dispatch method: Buying Courier Bag
Job #: 08614	Split job	<input type="checkbox"/> Create Translation

Customer Details | Documents | Notes / Attachments

Document type: Incorporation
Signee name+: Neville Owen Harris
Capacity: Registrar of Companies
Seal: Registrar of Companies, New Zealand

Case No.	Document Type	Signee Name
08614.1	Incorporation	Neville Owen Harris

Export

Format: Acrobat Format (PDF)
Destination: Disk file

Buttons: Add, Modify, Duplicate, Delete, Print*

*** An apostille must have a Dispatch Date and Dispatch Method before it can be printed.**

Apostille Type: eApostille

2. The e-APP certificate is saved to a folder, as is the submitted e-document PDF:

The screenshot displays a software application window titled "Remedy User - [Request (Modify)]". The main window contains a "Modify Request 08614" form with the following details:

- Request Form:**
 - Request type: Apostille
 - Status: Completed
 - Year: 2009
 - Job #: 08614
- Customer Details:**
 - Document type: Incorporation
 - Signee name+: Neville D
 - Capacity: Registrar
 - Seal: Registrar
- Table:**

Case No.	Document Type
08614.1	Incorporation

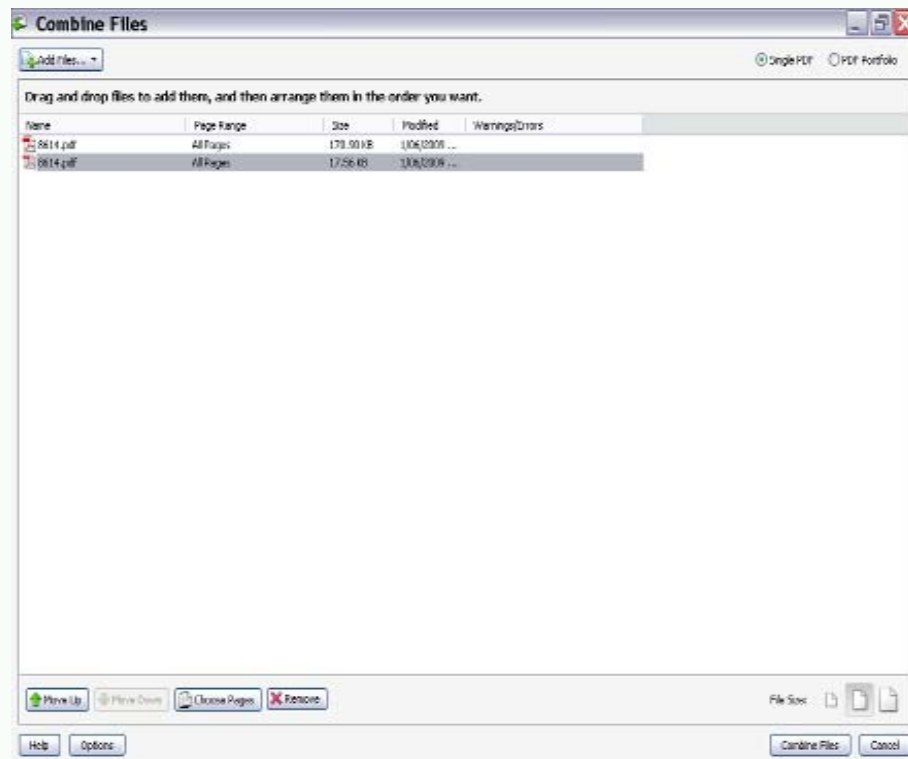
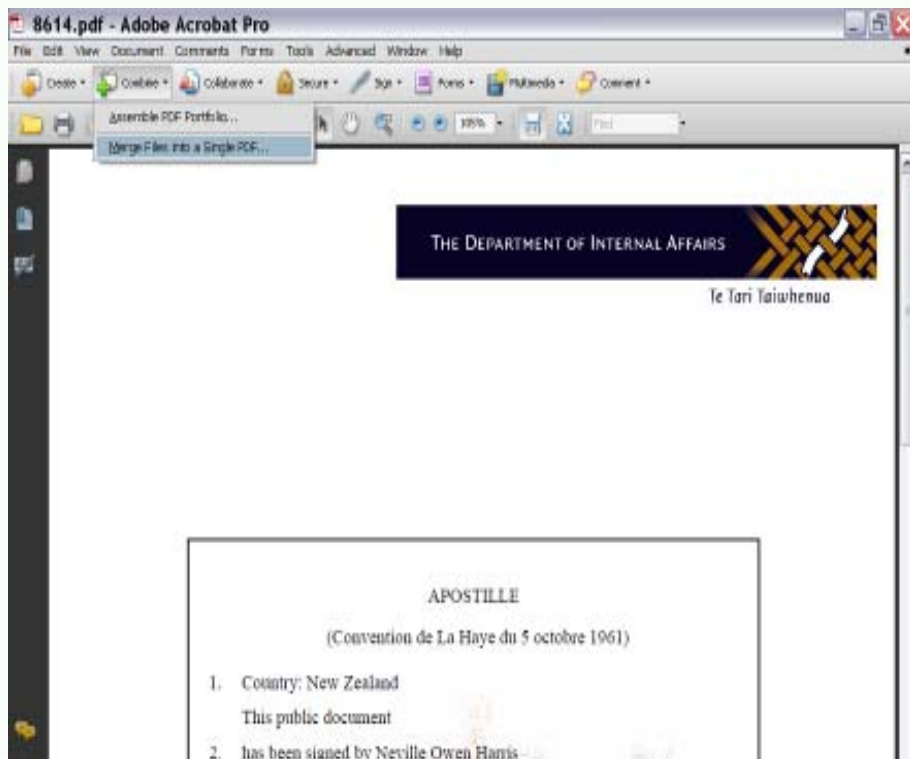
A "Choose export file" dialog box is open, showing the "eAPPS" folder selected. The dialog lists the following folders:

- eAPP certificates
- eAPP documents
- Finals

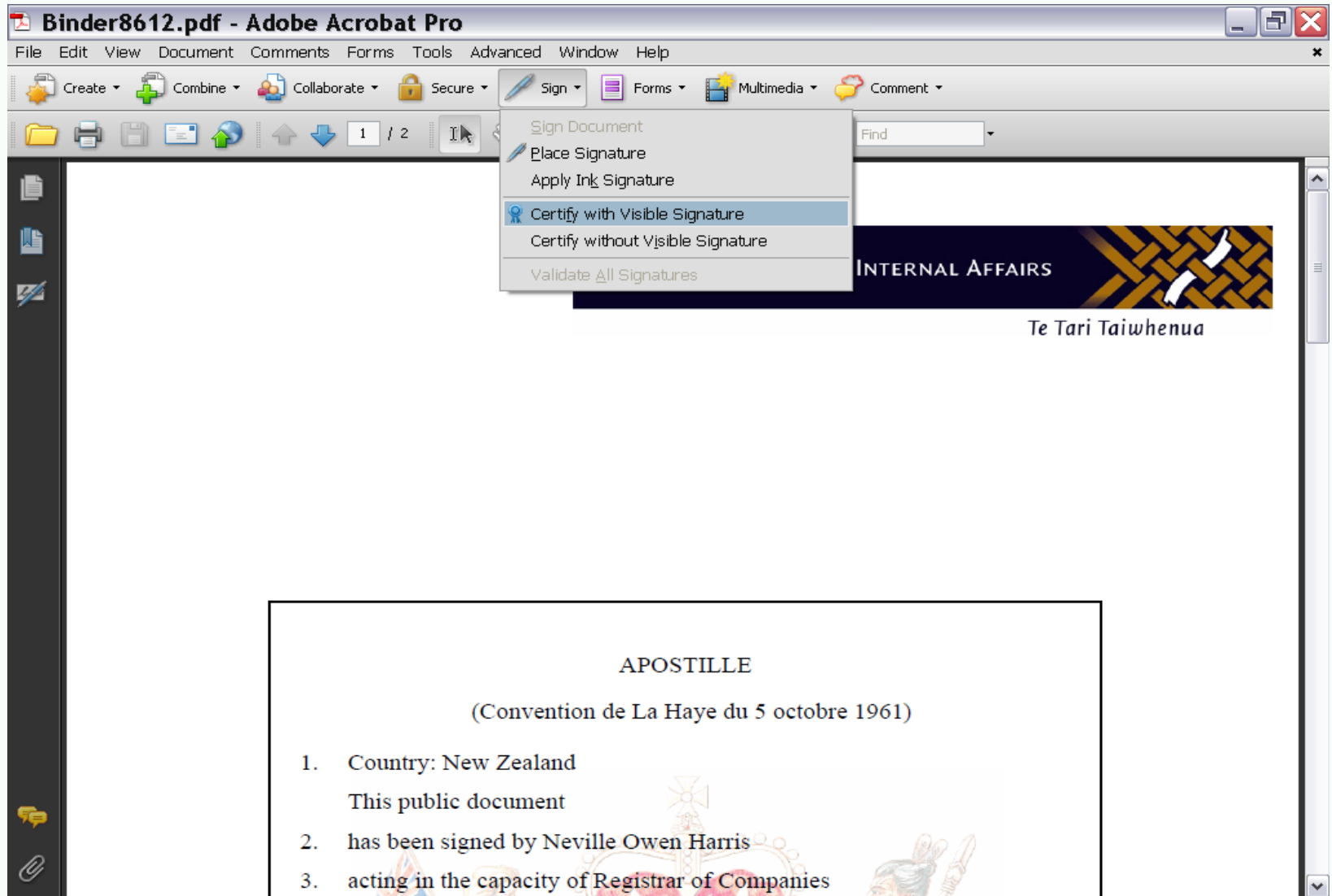
The dialog also shows "My Recent Documents", "Desktop", "My Documents", "My Computer MS2258", and "My Network Places". The "File name" field contains "8614.pdf" and the "Save as type" is set to "Portable Document Format (*.pdf)".

At the bottom of the application window, the status bar shows "1 Selected", "Number 1 of 1", "REID C", and "remedyprod".

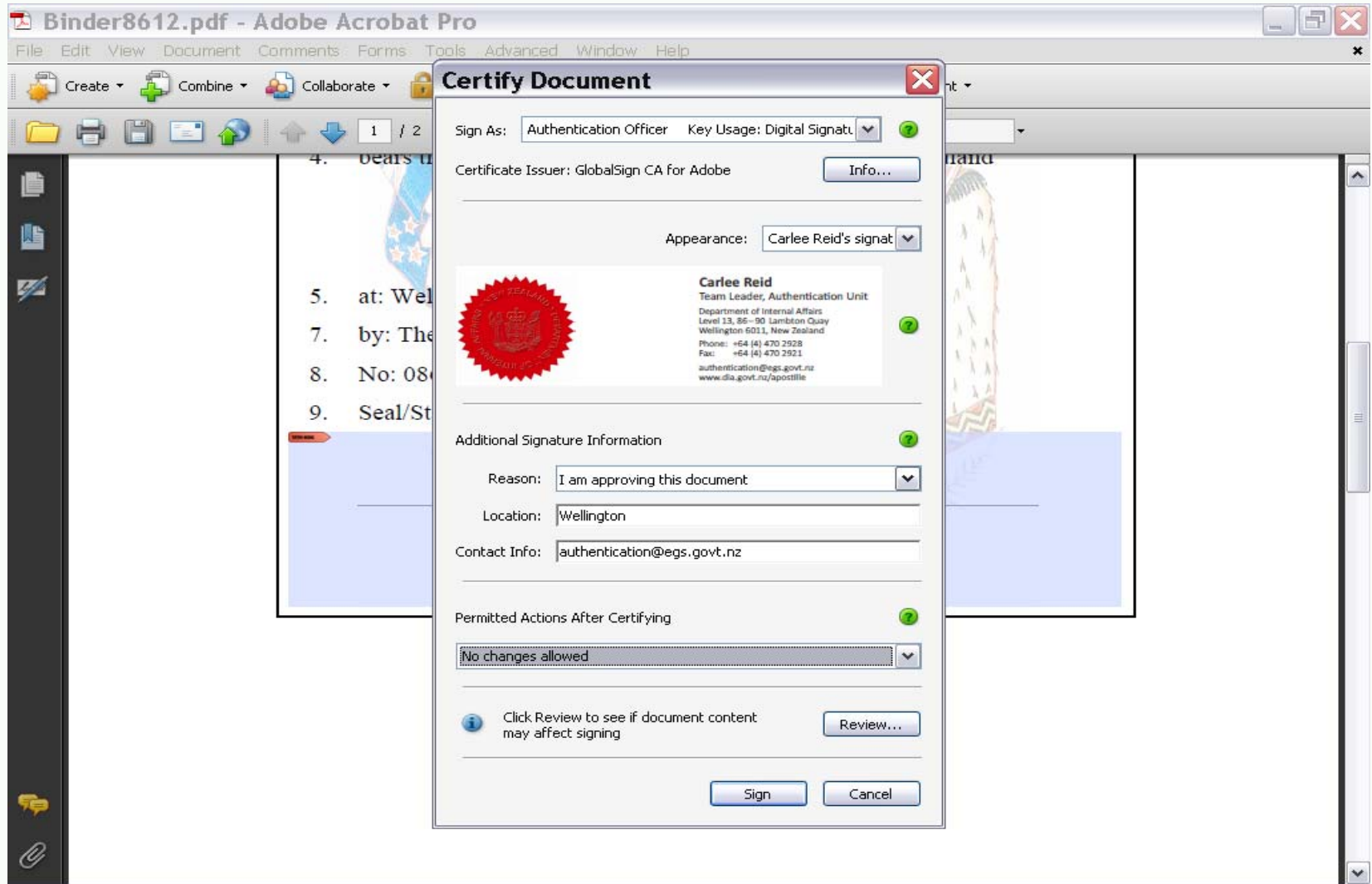
3. The e-APP and the submitted e-document are merged into one PDF:



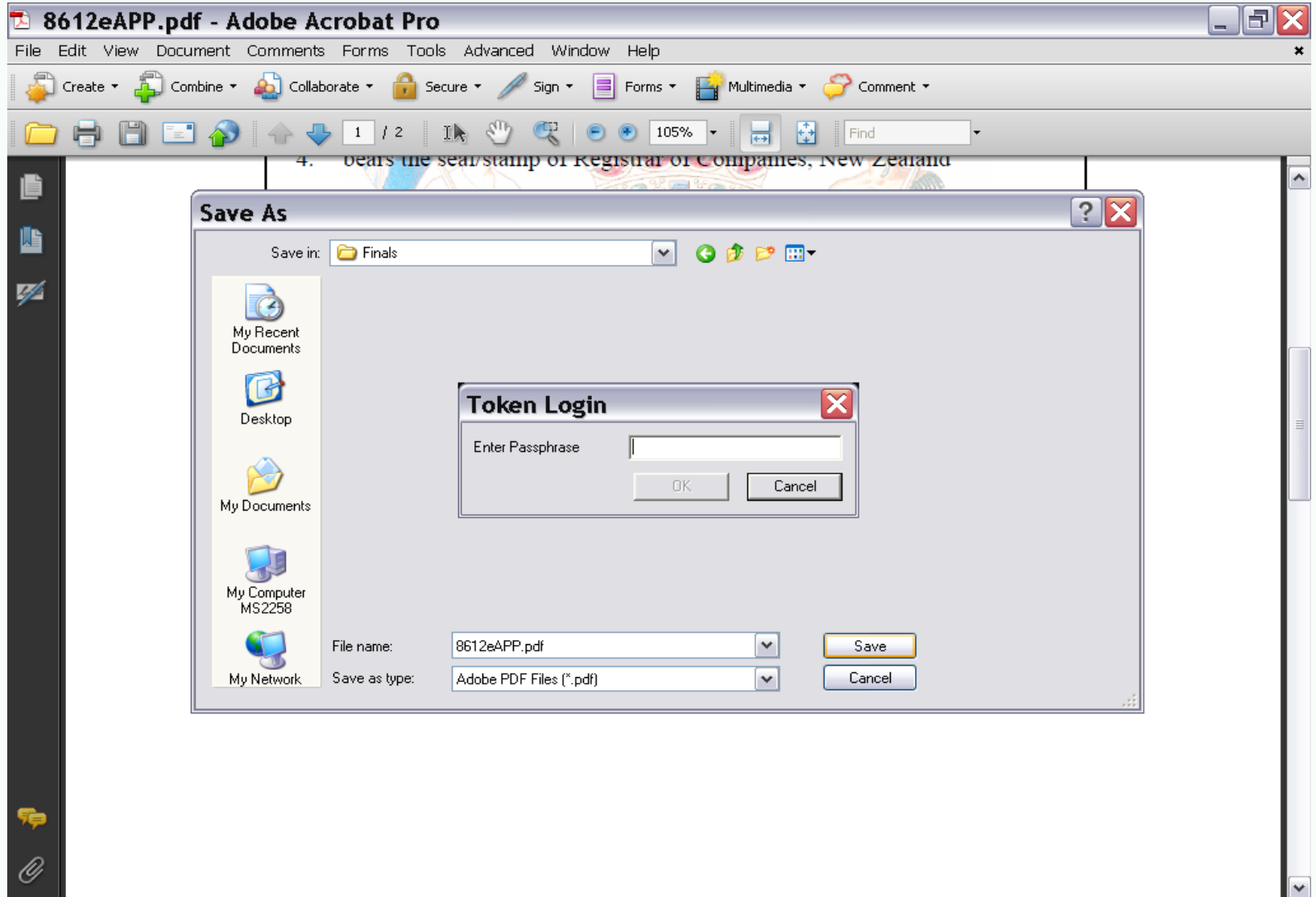
4. We insert the token and apply the digital signature:



Applying the digital signature:



We enter the password GlobalSign assigned to us:



5. The digital signature is applied and we save the final e-APP before sending it out via email:

The screenshot displays the Adobe Acrobat Pro interface with the document '8614eAPP.pdf'. The top toolbar includes options like 'Create', 'Combine', 'Collaborate', 'Secure', 'Sign', 'Forms', 'Multimedia', and 'Comment'. The status bar at the top indicates the document is certified by an Authentication Officer from the Department of Internal Affairs, signed by GlobalSign CA for Adobe. The main content area shows a certificate titled 'APOSTILLE' (Convention de La Haye du 5 octobre 1961) with the following details:

- 1. Country: New Zealand
- This public document
- 2. has been signed by Neville Owen Harris
- 3. acting in the capacity of Registrar of Companies
- 4. bears the seal/stamp of Registrar of Companies, New Zealand

The certificate is signed and dated 01 June 2009 at Wellington by the Department of Internal Affairs, with document number 08614.1. The signatory is Carlee Reid, Team Leader, Authentication Unit. A red circular seal of the Registrar of Companies is visible on the left side of the certificate.

THE DEPARTMENT OF INTERNAL AFFAIRS
Te Tari Taiwhenua

APOSTILLE
(Convention de La Haye du 5 octobre 1961)

1. Country: New Zealand
This public document

2. has been signed by Neville Owen Harris

3. acting in the capacity of Registrar of Companies

4. bears the seal/stamp of Registrar of Companies, New Zealand

Certified

5. at: Wellington 6. the 01 June 2009

7. by: The Department of Internal Affairs

8. No: 08614.1

9. Seal/Stamp: 10. Signature:

Carlee Reid
Team Leader, Authentication Unit
Department of Internal Affairs
Level 11, 80-82 Lambton Quay
Wellington 6142, New Zealand
Phone: +64 (0) 475 2028
Fax: +64 (0) 475 2022
authentication@egs.govt.nz
www.dia.govt.nz/apostille

The purpose of this certificate is only to confirm that the signature, seal or stamp on the document is genuine. It does not mean that the contents of the document are correct or that the Authentication Unit of the Department of Internal Affairs approves of the contents.

Original paper certificate & e-APP:

THE DEPARTMENT OF INTERNAL AFFAIRS
Te Tari Taiwhenua

APOSTILLE
(Convention de La Haye du 5 octobre 1961)

- Country: New Zealand
This public document
- has been signed by Neville Owen Harris
- acting in the capacity of Registrar of Companies
- bears the seal/stamp of Registrar of Companies, New Zealand

Certified
at: Wellington 6. the 01 June 2009
by: The Department of Internal Affairs
No: 08614.1
Seal/Stamp: 10. Signature:




The purpose of this certificate is only to confirm that the signature, seal or stamp on the document is genuine. It does not mean that the contents of the document are correct or that the Authentication Unit of the Department of Internal Affairs approves of the contents.

THE DEPARTMENT OF INTERNAL AFFAIRS
Te Tari Taiwhenua


APOSTILLE
(Convention de La Haye du 5 octobre 1961)

- Country: New Zealand
This public document
- has been signed by Neville Owen Harris
- acting in the capacity of Registrar of Companies
- bears the seal/stamp of Registrar of Companies, New Zealand

Certified
5. at: Wellington 6. the 01 June 2009
7. by: The Department of Internal Affairs
8. No: 08614.1
9. Seal/Stamp: 10. Signature:



Carole Reid
Team Leader, Authentication Unit
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The purpose of this certificate is only to confirm that the signature, seal or stamp on the document is genuine. It does not mean that the contents of the document are correct or that the Authentication Unit of the Department of Internal Affairs approves of the contents.

Feedback...

- 37 e-APPs issued – for Australia, Cyprus, Germany, Latvia, Panama, Russian Federation & Switzerland.
- Sent with instructions on how best viewed & link to e-APP website.
- Initial feedback very positive. Our customers have sent on to their overseas clients & are awaiting feedback.

“I think it’s a great idea to send both the printed and electronic versions to them for the interim, so they can get used to the change. I don’t think it will be too long before they are ready for the electronic version only to be supplied.”

- Raises issue of online payments.

e-REGISTER

- e-Register designed but not yet operational
- Will lift data from our database via Domino database

Apostille Verifications - Microsoft Internet Explorer provided by the DIA

Apostille Verification THE DEPARTMENT OF INTERNAL AFFAIRS
Tē Tari Tāiwhē

Enter the details of the Apostille Number you wish to verify:

Apostille Number: (Example: 12345.1 or 98765.12)

Dispatch Date: (Use calendar icon to select a date)

Results

Apostille Number:

Dispatch Date:

Signee Name:

Capacity:

Seal:

Apostille Verifications - Microsoft Internet Explorer provided by the DIA

Apostille Verification THE DEPARTMENT OF INTERNAL AFFAIRS
Tē Tari Tāiwhē

Enter the details of the Apostille Number you wish to verify:

Apostille Number: (Example: 12345.1 or 98765.12)

Dispatch Date: (Use calendar icon to select a date)

Results

Apostille Number:	88888.5
Dispatch Date:	28/02/2009
Signee Name:	Carlee Reid
Capacity:	Notary Public
Seal:	Carlee Reid

Thank you for your attention

Carlee Reid

Team Leader, Authentication Unit

Tel: +64 4 470 2928

authentication@egs.govt.nz

Department of Internal Affairs / Te Tari Taiwhenua

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www.dia.govt.nz/apostille