

CLIENT GUIDANCE NOTES ON THE CERTIFICATION OF DOCUMENTS

IMPORTANT – PLEASE READ THE CONTENTS OF THIS GUIDANCE NOTE CAREFULLY AND PROVIDE A COPY TO THE PERSON WHO IS PERFORMING THE CERTIFICATION

We understand that you may not be able to send us your passport and other original documents. The regulations under which we are required to operate permit us to accept copies of documents as long as they are clearly legible and have been certified as a true copy of the original document by a person who we may rely on. If the documents you send us have not been certified in accordance with the applicable regulations and our own policies we are required to reject them.

Who can certify documents?

It is not possible for you to certify your own documents. The documents must be certified by an independent person upon whom we can place reliance. The certifier should not be a close relative or otherwise closely connected to the person to which the identification document relates.

The following list is not exhaustive but illustrates who may be suitable to provide the certification:

- A solicitor, barrister, lawyer or notary
- A Chartered Accountant
- A Commissioner for Oaths
- A member of the judiciary
- A serving police officer or customs officer
- An officer of an embassy or consulate of the country which has issued the passport or identity card.
- A member of a professional body which undertakes independent oversight of compliance with its own rules or standards of professional conduct.
- An employee or officer of Saffery Champness

Chain of certifications

The person certifying the document is required to certify that they have seen the **original** document. Accordingly it is not possible to place reliance on a document which is itself a certified copy of the original.

Date of Certification

The Certification must be dated within the last 3 months.

Wording for certification

We require precise wording for certifications as set out below:

Certification wording for Identity documents

"I confirm that I have seen the original document and I certify that this is a true copy of the original and that the photograph is a reasonable likeness of the holder whom I have met."

Certification wording for other documents

"Certified as a true and exact copy of the original"

Continued

Information about the certifier

In order to carry out our own checks on the certifier, the following information must be provided by the person certifying the document:

- Full Name
- Telephone Number
- Position or professional capacity, including membership /registration number of professional body (where applicable)
- Email address (or other address at which the certifier can be contacted)
- Company /law firm/organisation of certifier
- Location where the document was certified

This information may be provided on the certified document itself or attached to that document by way of a covering letter or email.

Verification of Identity Form

Attached to this Guidance note is a Form which can be used to photocopy a passport or identity card and which contains the necessary certification details.

Certification of documents during the global COVID 19 pandemic

We recognise that as a result of restrictions on the movement of individuals in specific countries during the COVID 19 pandemic, it may not be practical for certifiers to meet with people for whom they are certifying passport copies and other identification documents. In certain limited cases we may be able to verify identity documents using video calls or other visual electronic means of communication. For further information on this service please contact by email in the first instance at invdoc@saffery.gg.

Last Updated: November 2020

Verification of Identity Form

Place **the** identity document in the space below, and take a photo copy (**in colour if possible**). Once copied, please complete the details below.

I have seen the original document and I certify that this is a true copy of the original and that the photograph is a reasonable likeness of the holder whom I have met.

I confirm that I am not a close relative of the person to whom this identification document relates.

Full Name of Certifier

Company of Certifier

Signature of Certifier

Contact **Telephone** Number of Certifier

Position of Certifier

Email or address of Certifier

Date:

Membership/Registration Number (e.g. ACCA number, FCA registration) of certifier or other evidence of suitability: