

REQUIREMENTS FOR CERTIFICATION

1. A certifier must be a lawyer, accountant, director or manager of a regulated credit or financial institution, a notary public, a member of the judiciary or a senior civil servant.
2. The certifier should sign the copy document and print their name, address and telephone number clearly beneath and indicate their capacity to certify.
3. The certification should state that the document is a true copy of the original document and that the photographic identification of the applicant is a true likeness. The certifier must have sight of the original document. Self-certified documents will not be accepted. Our regulations require that someone (other than the passport holder) has witnessed and seen the original documentation in order to confirm that it is a true and correct copy of that document.
4. Uncertified documents or photocopies of certified documents are unacceptable for our records.
5. All KYC/CDD documents provided must be in English or translated into English by a certified translator or by a person who is fluent with the necessary knowledge of both the English language and the foreign language in order to provide an accurate translation in English. The original foreign language document must be certified and/ or apostilled before translation. If the Translator is not an official translator – see below example.

The certification wording to be placed on actual document(s) and signed by 1. (above) should be the following:

FOR DOCUMENT VERIFICATION

I certify this to be a complete and accurate copy of the original document which has been presented before me.

.....

- Name:
- Date:
- Capacity:
- Firm and address:
- Contact Number:

FOR IDENTITY VERIFICATION DOCUMENTS

I certify this to be a complete and accurate copy of the original document which has been presented before me and that the photograph therein bears a true likeness of the individual named in the document.

.....

- Name:
- Date:
- Capacity:
- Firm and address:
- Contact Number:

TRANSLATION

I [Name of the person who translated the document(s)] being fluent in both the English Language and the [Foreign Language], hereby declare that the above-mentioned translation is a true and correct translation of the document included above into the English language.

.....

- Name:
- Date:
- Capacity:
- Firm and address:
- Contact Number: