

# Document Certification

## Evidence of Name

**Example One**

**United Kingdom of Great Britain and Northern Ireland**  
Code of Issuing State: GBR, Passport No. 12345678

Holder's details:  
Surname: Smith, Given Name: John, Nationality: British, Date of birth: 23 March 1960, Sex: M, Place of birth: London, Date of issue: 7 July 2004, Date of expiry: 7 July 2014, Authority: UKPA

Holder's signature: *John Smith*

**Callouts:**  
 - Copy of photograph must be good quality and a clear likeness  
 - Example of required wording and format  
 - Place of birth must be included  
 - Passport must be valid (not out of date)  
 - Passport must be signed  
 - Company stamp: A Company & Sons Solicitors

**Witness Statement:**  
 I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original.  
 Signed David Jones  
 DAVID JONES 28 February 2008  
 Solicitor  
 A. Company & Sons Solicitors  
 8 Main Road  
 Anytown  
 AT4 8QB

A certified copy of the relevant documentation will be required if you have recently changed your surname, for example a marriage certificate.

**Appropriate documents:**

- Passport
- Driving licence
- European Economic Area Member State Identity Card
- South African ID Card

## Evidence of Address

**Example Two**

**The Gas Company** YOUR GAS BILL

Mr John Smith  
4 High Street  
Town  
City  
County  
POST CODE

Customer reference: 0123456789  
Date written here

Reading	Date of Reading	Previous Reading	Units	kWh
1234	Date here	0123	1111	13454

**Callouts:**  
 - Document must show your full address  
 - Example of required wording and format  
 - Company Stamp: A Company & Sons Solicitors  
 - Document must be less than 3 months old

**Witness Statement:**  
 I certify that I have seen the original documentation and this copy is a complete and accurate copy of that original.  
 Signed David Jones  
 DAVID JONES 28 February 2008  
 Solicitor  
 A. Company & Sons Solicitors  
 8 Main Road  
 Anytown  
 AT4 8QB

**Appropriate documents:**

- Utility bill (within last 3 months, mobile bills are not acceptable)
- Bank or building society statement or passbook
- Mortgage statement (current)
- Tax bill

## Certification Checklist

1. Please take a photocopy of the document.
2. Please write the following wording on the photocopy:

### For identity verification

"I certify that I have seen the original document and this is a complete and accurate copy and that the photograph is a true likeness of the person who presented it."

### For address verification

"I certify that I have seen the original document and this is a complete and accurate copy."

3. Please add signature and date.
4. Please print your name underneath in BLOCK CAPITALS.
5. Please add your position of capacity e.g. accountant, business name and address.
6. If you have an official stamp, please stamp the document.

## People Who Can Certify Document

- A member of the judiciary, a senior civil servant or a serving police or customs officer
- A lawyer or notary public
- An actuary
- An accountant holding a recognised professional qualification
- A director, officer or a manager of a regulated financial services business operating in an equivalent jurisdiction
- An embassy, consulate or high commission of the country of issue of the documentary evidence of identity

The certifier must be independent of the individual for whom the certification is being provided and cannot be a family member or associated in any way with the account to be opened with us.

Please note that we may contact the certifier or request additional documentary evidence from you.

If you have any questions or difficulty providing certified copies of identification documents, please contact your Wealth Manager or Relationship Manager.

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