

# Compliance Guidance Notes

## Verification of identity and address and certification requirements

We require two documents:

- 1) An original certified copy of an official personal identification number or other unique identifier contained in an unexpired official document that bears a photograph of the client in, for example,
  - Passport
  - National identification card or Armed Forces identity card
  - National residence permit,
  - Driving licence
- 2) An original or certified copy of, a document carrying the name and residential address of the individual above. Where the above is a student/minor we will accept the parental home as their principal residence with an accompanying letter/e-mail from the parent confirming this point. Suitable documents are:
  - A bank/credit card statement
  - Utility bill less than three months old.
  - Correspondence from an independent source such as a central or local government department or agency (includes child benefit)

Documents not in English will need to be supplied alongside a notarised translation. The following wording needs to be included on certified copies:

### ID documents

*"Having seen the original document and the bearer at the same time, I can certify that this is a true copy and reasonable likeness."*

### Address documents

*"Having seen the original document, I can certify that this is a true copy."*

The following is a list of persons acceptable to certify due diligence documents – this list is not intended to be exhaustive:

- a member of the judiciary, a senior civil servant, or a serving police or customs officer;
- an officer of an embassy, consulate or high commission of the country or territory of issue of documentary evidence of identity;
- a lawyer or notary public who is a member of a recognised professional body;
- an actuary who is a member of a recognised professional body;
- an accountant who is a member of a recognised professional body;
- a member of the Institute of Chartered Secretaries and Administrators; or
- a director or officer of an Appendix C business (see the definition in Appendix C to the Guernsey Financial Services Handbook) or of a financial services business subject to group/parent policy where the Head Office is situated in a country or Territory listed in Appendix C to the Handbook.

Certifiers should include the following information on all copy documents:

**Full name of certifier:**

**Company:**

**Position:**

**Signed:**

**Date:**

**Contact details:**

If you have any queries with respect to this form or cannot provide some of the required documents please contact us on + 44 (0) 1481 713667