

Certification of Documents

Why certified documents are needed

To satisfy current Anti-Money Laundering (Client Due Diligence (CDD)) regulations we need to verify your identity and your main residential address. To do this we require:

- an original certified copy of the photo page of your current valid passport or valid ID Card, and
- an original or original certified copy of a utility bill (electricity, gas, etc.), a local authority tax bill, or bank, building society or mortgage statement issued in the last three months.

Note that a scan or photocopy of a certified document will not be sufficient. We must receive the original certified document by post or hand delivery.

Who can certify a copy

The copies must be certified by one of the following:

- 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, notary public, accountant or actuary who is a member of a recognised professional body;
- a member of the Institute of Chartered Secretaries and Administrators;
- a director or officer of a financial services business which is regulated in a jurisdiction “equivalent” to Guernsey (please contact us for details), or
- a clerk of the local Mairie (Town Hall) for French tax services.

This applies only to the certification of CDD documents of natural persons (individuals) and not to the certification of CDD documents of legal bodies or arrangements, which can be certified by duly appointed officers of the legal body or arrangement.

A certifier must not be “closely related” to the party who is being verified. You should therefore be aware that, for example, spouses may not certify each other’s documents.

How to certify copies of documents

The certifier should certify that they have seen the original documentation verifying identity or residential address and that the certified document provided is an accurate copy of the original. The certifier must also confirm that, where the documents being certified include a photograph, they have met the individual concerned. Please note that the requirement to identify the individual signing as certifier applies also to any person signing on behalf of a firm or partnership.

The recommended wording for the certification of an identity document with a photograph is as follows:

I have met [insert name] and hereby certify that this document is a true copy of the original document, which I have seen, and that the photograph contained therein is a true likeness of him/her

The recommended wording for the certification of any other document is as follows:

I hereby certify that this document is a true copy of the original document, which I have seen

All copies of documents being certified must also include the following to be completed by the certifier:

Signed:

Print Full Name:

Date:

Professional Position / Capacity: [including any relevant professional membership number]

Location:

Contact Details: [telephone and email]

If you require any further help please contact us:

Telephone: 01481 724561

Email: Tax@bdo.gg / French.Tax@bdo.gg

