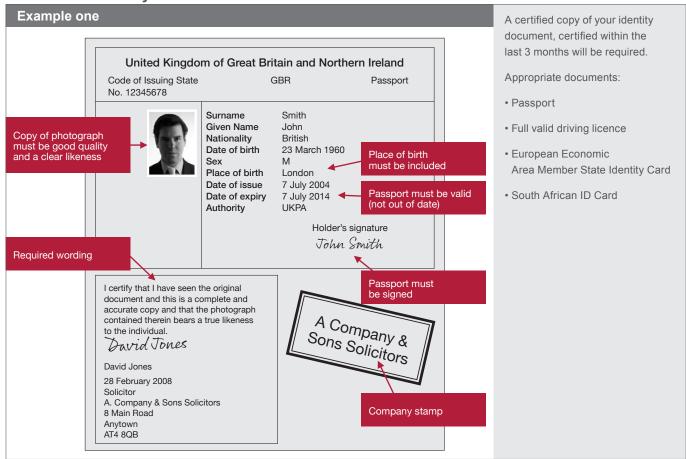
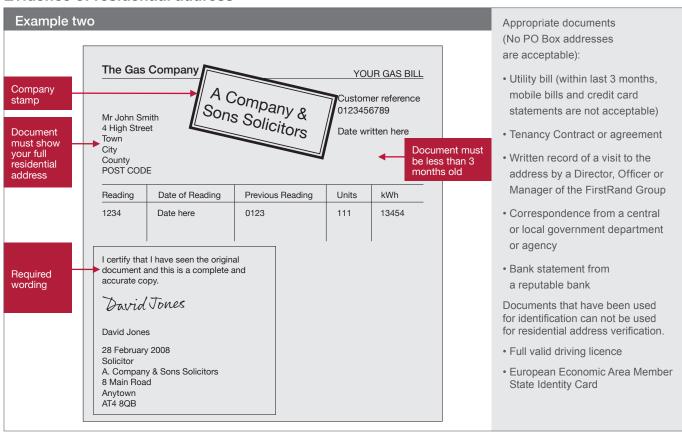
# Due diligence and certification guidance document



**Evidence of identity** 



#### **Evidence of residential address**



## Certification guidance



#### People who can certify document

- · A member of the judiciary, a senior civil servant.
- · A lawyer/solicitor or notary public.
- An actuary.
- · An individual who is a member of a professional body/Dr/accountant etc. that sets and enforces ethical standards.
- · An officer of an embassy, consulate or high commission of the country of issue of the documentary evidence of identity.
- · A director, officer or manager of the FirstRand Group.
- A director, officer or manager of a regulated financial services business operating in an equivalent jurisdiction as defined by the Jersey Financial Services Commission.
- 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 Financial Adviser.

#### **Certification checklist (for the certifier)**

- 1. Please take a photocopy of the document.
- 2. Please write the following exact 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 contained therein bears a true likeness to the individual."

#### 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.
- Please add your position or capacity e.g. accountant, business name, telephone number, email address and address.
- 6. If you have an official stamp, please stamp the document.

Alternatively for identity verification use the attached sheet to copy your identity document, the certifier can then complete the boxes as required.

PO Box 239, IFC1, The Esplanade, St Helier, Jersey JE4 8SJ, Channel Islands Tel +44 (0) 1534 512000 Email clientsupport@ashburton.com Web www.ashburtoninvestments.com

### Certification of identification

A copy of this page should be competed for all individuals with authority to operate the account.

## PLEASE NOTE THAT JOINT ACCOUNT HOLDERS ARE REQUIRED TO COMPLETE THIS CERTIFICATION INDIVIDUALLY.

A certified copy of an identification document, as per our guide lines found in the Document certification guidance is acceptable to confirm the identity of individuals. The copy must include the identification number, signature and expiry date.

Please use the below template to assist you in a successful certification. Place your identity document onto the top of the box (as indicated) ensuring the photograph is facing up and photocopy onto one page ensure the picture of the person is clear and all the identity information is showing. If any part of the identity document is missing or unclear then it will not be accepted.

A copy of your identity document, certified within the last 3 months will be required.

Appropriate documents:

- Passport
- Full valid driving licence
- European Economic Area Member State Identity Card

Please add professional stamp if held.

• South African ID Card

PLACE IDENTITY DOCUMENT HERE AND PHOTOCOPY ONTO ONE PAGE ENSURE THE PHOTOGRAPH IS FACING UP AND IS A CLEAR LIKENESS OF THE INDIVIDUAL



## FOR THIS CERTIFICATION TO BE ACCEPTED DO NOT COVER THE BELOW TEXT WITH YOUR ID DOCUMENT.

I certify that I have seen the original document and this is a complete and accurate copy and that the photograph contained therein bears a true likeness to the individual.

Signed  Certifier full name (please use BLOCK CAPITALS)	Date
Contact telephone number	Contact email address
Business name/position or capacity	
Business address	