

Document certification guide



Evidence of identity

Example one

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

Appropriate documents:

- Passport
- Full valid driving licence from a licensing authority that carries out an identity check before issuing
- European Economic Area Member state identity card
- South African ID card (subject to it including a 'current' photo and signature)

| United Kingdom of Great Britain and Northern Ireland | | |
|--|--|---|
| Code of Issuing State No. 12345678 | GBR | Passport |
|  | 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expiry 7 July 2014 Authority UKPA | Place of birth must be included ID must have an expiry date and still be valid (not out of date) |
| | Holder's signature <i>John Smith</i> | Passport must be signed |
| 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 whom I have met. | | |
| <i>David Jones</i> David Jones 28 February 2008 Solicitor A. Company & Sons Solicitors 8 Main Road Anytown AT4 8QB |  | Company stamp |

Copy of photograph must be good quality and a clear likeness

Required wording




Evidence of residential address

Example two

Appropriate documents (Care of (C/O) addresses and PO Box addresses are not acceptable). Any document must be dated within the last 3 months:

- Utility bill (mobile bills and credit card statements are not acceptable)
- Tenancy contract or agreement
- Written record of a visit to the address by a Director, Officer or Manager of the FirstRand Group
- Correspondence from a central or local government department or agency
- Bank statement from a reputable bank

| The Gas Company | | YOUR GAS BILL | | |
|--|--|---|----------------------------------|---|
| Company stamp | | | | |
| Document must show your full residential address | Mr John Smith 4 High Street Town City County POST CODE |  | Customer reference 0123456789 | Date written here |
| | | | | Document must be less than 3 months old |
| Reading | Date of Reading | Previous Reading | Units | kWh |
| 1234 | Date here | 0123 | 111 | 13454 |
| Required wording | I certify that I have seen the original document and this is a complete and accurate copy. | | | |
| | <i>David Jones</i> David Jones | | | |
| | 28 February 2008 Solicitor A. Company & Sons Solicitors 8 Main Road Anytown AT4 8QB | | | |



Document certification guidance

People who can certify documents.

- A member of the judiciary or a senior civil servant
- An officer of an embassy, consulate or high commission of the country of issue of documentary evidence of identity
- An individual who is a member of a professional body that sets and enforces ethical standards – examples include a Chartered Secretary, an Accountant, Advocate, Lawyer, Barrister, etc

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, or contact Ashburton directly.

Certification checklist (for the certifier)

- Please take a photocopy of the original document.
- 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, whom I have met.'

In the event that the document provided is a number of years old / no longer bears a true likeness, the evidence may still be acceptable subject to the following:

'I certify that I have seen the original document and this is a complete and accurate copy and that I have met and known the individual long enough to confirm the photograph contained therein is the same individual and bore a true likeness to them.'

For address verification

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

- Please add your signature and date.
- Please print your name underneath in BLOCK CAPITALS.
- Please add your position or capacity e.g. accountant.
- Please add the name of the company you work for, telephone number, email address and postal address.
- If you have an official stamp, please stamp the document.

Certification of identification

Please note that joint account holders are required to complete this certification individually.

Alternatively, you can use the final page of this document to copy your identity verification. The certifier can use the page to copy your document then complete and sign the boxes as required.

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 within the top of the box (as indicated) ensuring the photograph is facing up and photocopy onto one page ensuring 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.

Any documents need to be certified within the last 3 months.

Appropriate documents:

- Passport
- Full valid driving licence
- European Economic Area Member state identity card
- South African ID card

(See above for further details)

