

# IDENTIFICATION & CERTIFICATION

In accordance with Commonwealth of Dominica anti-money laundering legislation and regulations our due diligence requirements pertaining client identification and document certification are following:

## IDENTIFICATION

To proceed with your order we will need a scan of a certified copy of

- ✓ Passport (international travel passport)
- ✓ Second ID with photo or any CLASS 2 document
- ✓ Proof of address or any CLASS 4 document

for all persons appointed in the company, beneficial owners and attorneys.

In rare occasions we may request other types or combinations of documents or additional documents from CLASS 3 or CLASS 5. See the list of documents for each class below (Page 2).

### FOR ALL PERSONS APPOINTED IN THE COMPANY

(incl. Beneficial Owner)



Certified  
passport

+



Certified  
ID

+



Certified  
proof of  
address

### FOR BENEFICIAL OWNER ONLY



Beneficial Owner  
Declaration

or



Nominee Service  
Agreement



## SCAN QUALITY

Please make sure that the scan copies you provide us with are:

- ✓ Of good resolution
- ✓ Showing the whole document page, not only a part of it
- ✓ Free of any watermarks

## DOCUMENTS TYPES:

**CLASS 1 –**  
Government-issued photo  
ID-document/international  
document (English)

- International Travel Passport with machine readable zone

**CLASS 2 –**  
Government-issued document  
WITH photo

**Examples:**

- National ID card
- Driving license
- Aircraft and maritime licenses
- Firearm and shotgun licenses
- ID cards issued by Electoral Office
- Police Record card
- Social Security card
- Internal Passport

**CLASS 3 –**  
Government-issued  
document WITHOUT photo

**Examples:**

- Birth Certificate
- Citizenship Certificate
- Naturalization Certificate
- Military Service ID
- Law Enforcement service ID

**CLASS 4 –**  
Proof of address

**Examples:**

- Recent evidence of entitlement to a state or local tax authority-funded benefit, tax credit, pension, educational or other grant (less than 12 months old)
- Instrument of a court appointment (less than 12 months old)
- Current tax demand or statement (less than 12 months old)
- Current bank or credit/debit card statement (less than 6 months old)
- Bank reference letter (less than 6 months old)
- Utility bill (less than 6 months old)
- Page with the address registration stamp in the Passport

**CLASS 5 –**  
Other documents

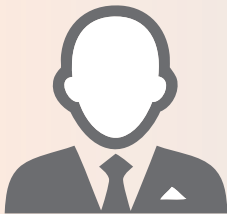
**Examples:**

- Bank reference letter (in English or with translation)
- Reference letter signed by a lawyer or accountant (in English or with translation)
- Reference letter signed by a business partner. The letter must contain details of the signatory (in English or with translation)

## CERTIFICATION

The copy of the photo ID needs to have an identity verification statement signed by an independent practitioner stating that the bearer of ID document bears a true likeness of the individual to whom it relates and that the copy is a true copy of the original.

The requirement to certify document is imposed by Proceeds of Crime Act (2014) Section 32.



### WHO CAN CERTIFY

The following individuals can certify photocopies of identity documents and proof of address documentation:

- legal practitioner
- accountant or auditor
- banker
- notary public
- payment institution or e-money institution
- licensed and regulated trust services provider
- licensed and regulated company services provider



### HOW TO CERTIFY

The certification must be in English and contain the following:

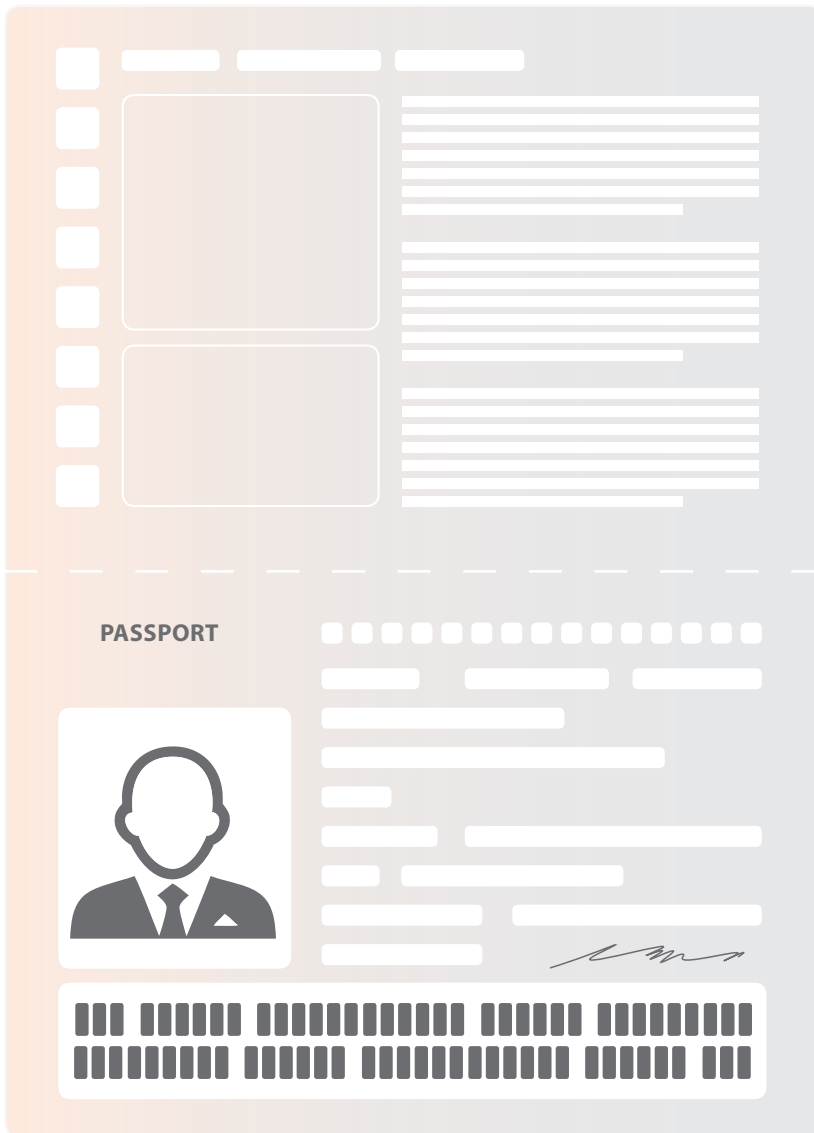
- **For identity documents only:** Statement by the certifier: "Having seen the original documentation, I certify that this is a true and accurate copy and true photographic likeness of the individual"  
**OR** "I certify that I have seen and compared the original document verifying the identity of the individual to whom this certification relates and that the photograph is a true likeness of the individual"
- **For proof of address and other documents:** Statement by the certifier: "I hereby certify that I have seen the original documentation and this is a complete and accurate copy of the original"
- **For all documents:** The signature of the certifier and the date of certification
- **For all documents:** Name and address of the certifier which must include his/her professional position or capacity
- **For all documents:** Contact details (telephone number or email address or Skype) of the certifier so that he/she may be contacted in the event of a query



### PLEASE ALSO NOTE:

In some cases, especially with documents written in other than Latin alphabet, we may require translation into English.

## EXAMPLE: IDENTITY DOCUMENT CERTIFICATION



I certify that I have seen and compared the original document verifying the identity of the individual to whom this certification relates and that the photograph is a true likeness of the individual.

**Mr John Walter**  
Lawyer

Date: 01.04.2017

Walter & Walter Law  
Trade & Finance Centre,  
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Central, Hong Kong  
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email@email.com

# EXAMPLE: PROOF OF ADDRESS CERTIFICATION

**Name Surname**  
00 Street, Town/City  
Postal Code, State,  
Country

**Your January Bill**

**Bill Date:**  
03 Jan 2017

**Account # 0000**  
**Invoice # 0000**  
**Primary Service # 0963**

**How much do I owe?**

Your payment is **\$161.67**

**What did I use?**

Landline	\$42.58
Broadband	\$49.00
Account Charges	\$0.00
Discounts	-\$2.80
Taxes	\$13.32
Current Total	\$102.10
Outstanding Charges	\$59.57
<b>Total Due</b>	<b>\$161.67</b>

PAYMENT IS NOW DUE. IF THIS ACCOUNT IS NOT SETTLED ON OR BY THE PAYMENT DATE STATED, SERVICES MAY BE WITHDRAWN WITHOUT FURTHER NOTICE. ACCOUNTS WITH OVERDUE BALANCES ARE DUE FOR DISCONNECTION.

**Are you registered to pay with either an online bank or an external collection agency?**  
If so, please ensure that your registered account number matches the account number listed on your bill.

**When do I pay?**

Your payment is due by **25th January**

**Where do I pay?**

**Please make cheques payable to Service Provider Address**

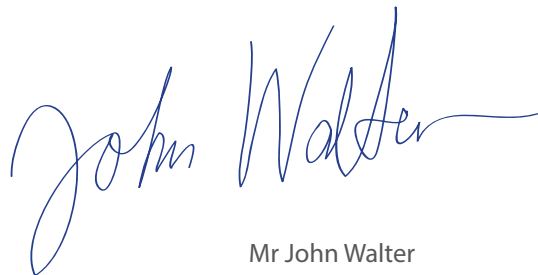
For more details on payment locations, paying online or viewing account details, visit us at our website: [www.website.com](http://www.website.com)

To share a compliment or make a query email us at: [email@email.com](mailto:email@email.com)

To make credit card payment via the IVR, call us at: +00 0000 00000

Account # 0000

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



Mr John Walter  
Lawyer

Date: 01.04.2017

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