

Guidelines for Certification Requirements

For information: You cannot certify your own documentation.

Please ensure that all documentation provided is easily legible, no information is obscured and the document is clearly certified. Please note that an original proof of address is likely to be accepted, but we will not be able to return it.

Certified Proof of bank details (no more than 3 months old):

- A recent bank account statement showing your name, address, and bank account details
- Amounts can be redacted

Certified photographic identification (must be in date):

- Photographic driving licence, Passport or, national identity card containing the holder's name

Certified Proof of Address (no more than 3 months old):

- A recent bank account statement from a recognised bank, building society or credit card company;
- A recent mortgage statement from a recognised lender;
- A recent rates, council tax or utility bill (not including a mobile telephone bill);
- Correspondence from an official independent source such as a central or local government department or agency in the Isle of Man or an equivalent jurisdiction as set out in Appendix C to the Isle of Man Financial Services Authority's AML/CFT Handbook;
- Photographic driving licence or national identity card containing the holder's current residential address;
- For Corporate Entities: an in date and valid annual return or recent set of audited accounts.

Certification must include:

- An endorsement by the certifier on the **passport** document stating "*I hereby certify this to be a true and correct copy of the original document which I have seen & declare that the picture is a good likeness*", dating the certification and printing his/her name, professional status & membership number if applicable and contact details clearly in capitals underneath;
- An endorsement by the certifier on the **other document(s)** stating "*I hereby certify this to be a true and correct copy of the original document*", dating the certification and printing his/her name, professional status & membership number if applicable and contact details clearly in capitals underneath;
- A clear indication of the certifier's position or the capacity in which they are signing;
- The name and details of the certifier's regulatory body (if relevant);
- Contact details of the certifier.

Acceptable Persons for Certification:

- A member of the judiciary, a senior civil servant, a serving police or customs officer;
- An officer of an embassy, consulate or high commission of the country of issue of the proof of identification;
- A lawyer or notary public, who is a member of a recognised professional body;
- An accountant who is a member of a recognised professional body;
- A company secretary who is a member of a recognised professional body;
- A director, secretary or board member of a Trusted Person as defined in the Isle of Man Anti-Money Laundering and Countering the Financing of Terrorism Code 2019.