

Certifier Requirements

Butterfield Bank (Channel Islands) Limited

A copy of a document presented in lieu of examining the original document must bear an original certification by an individual holding one or more of the following professional positions:

- a qualified accountant, registered with the relevant national professional body
- a qualified actuary, registered with the relevant national professional body
- a qualified lawyer, attorney or barrister, registered with the relevant national professional body
- commissioner of oaths
- a qualified doctor, registered with the relevant national professional body
- a serving judge
- a serving justice of the peace

- a current member of parliament (all Houses) or local government officer
- the money laundering reporting officer of an organisation subject to the same or equivalent Financial Crime regulations as Butterfield
- notary public
- officer of an embassy, consulate or high commission of the country or territory that issued the passport or identification
- holder of a position deemed "fit and proper" in accordance with regulation in the jurisdiction in which Butterfield operates (as is the case in Guernsey)

Certifiers must be currently active in their profession and cannot be retired. The person signing as a certifier cannot be a relative or family member of the person whose document is certified, nor can they reside at the same address as that person

On each photocopied document, the certifier must write:

"I, [name of certifier] confirm that this is a true copy of the original document which I have seen"

For documents containing a photo, the certifier must write:

"I, [name of certifier] confirm that this is a true copy of the original document which I have seen."

"I confirm that I have met [name of person whose document is being certified] in person and that the photograph is a true likeness of him/her"

In addition to the above, the certifier must write his/her:

- full name
- signature
- occupation
- company/professional address, telephone number and email address (for verification purposes)
- date on which the document was certified



Certification of Structure Charts

It should be noted that we require that all structure charts are certified using the below specific wording. Structure charts can be certified by the Company Director or Company Secretary:

"I confirm that the structure chart provided above is a true and accurate representation of the current corporate structure."

Structure charts must also contain the following information:

- the name of each organisation involved;
- country of incorporation/establishment; and
- percentage shareholding in each of its subsidiaries/affiliates.

All copy documents provided must be clear and legible with any photographs clearly identifiable.

Note

We will not be able to accept documentation which is not certified in accordance with the above requirements.

We may have to revert to you, as on occasion additional documentation may be required.

If you do not have or cannot find the items we are asking for, there may be other ways of meeting our requirements, which we can discuss with you.

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Butterfield Bank (Channel Islands) Limited ("BBCIL") is licensed and regulated by the Guernsey Financial Services Commission under The Banking Supervision (Bailiwick of Guernsey) Law, 2020, The Protection of Investors (Bailiwick of Guernsey) Law, 2020 and The Lending, Credit and Finance Bailiwick of Guernsey) Law, 2022, each as amended from time to time, under registration number 85. BBCIL is a participant in the Guernsey Banking Deposit Compensation Scheme (the "Scheme") established by The Banking Deposit Compensation Scheme (Bailiwick of Guernsey) Ordinance, 2008 (the "Ordinance"). The Scheme offers protection only in respect of 'qualifying deposits' (as that term is used in the Ordinance) of up to £50,000, subject to certain limitations as set out in the Ordinance. The maximum total amount of compensation is capped at £100,000,000 in any 5 year period. Full details are available on the Scheme's website dcs.gg or upon request. Deposits are not covered by the UK Financial Services Compensation Scheme under the Financial Services and Markets Act 2000, nor are deposits covered by any equivalent scheme outside of the Bailiwick of Guernsey. BBCIL is registered under the Data Protection (Bailiwick of Guernsey) Law 2017, under registration number 11160 and with the Guernsey Registry under registration number 21061. BBCIL's registered office address is P.O. Box 25, Martello Court, Admiral Park, St Peter Port, Guernsey, GY1 3AP. BBCIL's products and services are available in Guernsey and only in those other jurisdictions where they may be legally offered or obtained. COS-5035