

# Certifier Requirements

## Butterfield Bank (Channel Islands) Limited & Butterfield Bank Jersey

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 Senior Civil Servant
- A serving Police officer
- A serving Customs officer
- An individual that is qualified to undertake certification services under authority of the Certification and International Trade Committee
- 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
- Guernsey: A person deemed to satisfy criteria similar to the 'fit and proper' requirements of the minimum licensing criteria in the Bailiwick of Guernsey and is required to be vetted or approved as part of the regulation in the jurisdiction in which it operates, in accordance with Chapter 6.4 19(d) of the Handbook
- Jersey: A director or officer of a regulated financial services business in a well-regulated country or territory (in accordance with the terms of the Handbook for the Prevention and Detection of Money Laundering and the Financing of Terrorism issued by the Jersey Financial Services Commission)

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 them"*

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

- Full name
- Signature
- Occupation
- Company/professional address, telephone number and e-mail 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

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

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.

Butterfield Bank (Channel Islands) Limited | P.O. Box 25, Martello Court, Admiral Park, St. Peter Port, Guernsey GY1 3AP  
[butterfieldgroup.com](http://butterfieldgroup.com) | Tel +44 (0) 1481 751 000 Fax +44 (0) 1481 714 533 | [guernsey@butterfieldgroup.com](mailto:guernsey@butterfieldgroup.com)

Butterfield Bank Jersey | P.O. Box 250, IFC6, IFC Jersey, St. Helier, Jersey JE4 5PU, Channel Islands  
[butterfieldgroup.com](http://butterfieldgroup.com) | Tel +44 (0) 1534 843 333 Fax +44 (0) 1534 843 334 | [jersey@butterfieldgroup.com](mailto:jersey@butterfieldgroup.com)

Butterfield Bank (Channel Islands) Limited ("BBCIL") acting through its Jersey branch (Butterfield Bank (Channel Islands) Limited, Jersey Branch) under the registered business name 'Butterfield Bank Jersey' ("Butterfield Bank Jersey") is regulated by the Jersey Financial Services Commission to conduct deposit-taking business under the Banking Business (Jersey) Law 1991 (as amended), and investment business, fund service business and money service business pursuant to the Financial Services (Jersey) Law 1998 (as amended). Butterfield Bank Jersey is registered under the Data Protection (Jersey) Law 2018 (as amended) and its business name is registered with the Jersey Registrar of Companies (with registration number 35466) under the Registration of Business Names (Jersey) Law 1956 (as amended). Butterfield Bank Jersey's registered office address and principal place of business is at IFC6, IFC Jersey, St Helier, Jersey JE2 3BZ. Butterfield Bank Jersey is a participant in the Jersey Bank Depositors Compensation Scheme. The Scheme offers protection for eligible deposits of up to £50,000. The maximum total amount of compensation is capped at £100,000,000 in any 5 year period. Full details of the Scheme and banking groups covered are available on the Government of Jersey website [www.gov.je/dcs](http://www.gov.je/dcs), or on request.

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 registered 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 is registered under the Data Protection (Bailiwick of Guernsey) Law 2017, under registration number 11160. BBCIL's products and services are available in Guernsey and only in those other jurisdictions where they may be legally offered or obtained.

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 [www.dcs.gg](http://www.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 a wholly-owned subsidiary of The Bank of N.T. Butterfield & Son Limited. Terms and Conditions can be obtained from our website and copies of the latest audited accounts are available on request.