

## Certifier Requirements

### Butterfield Bank (Guernsey) 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.