



IDENTIFICATION AND VERIFICATION DOCUMENTS

Before we open an account we are required to obtain certain identity and address verification documents to comply with anti-money laundering regulations. These measures also help to protect you from those who might try to use your identity without your knowledge.

This document provides you with information regarding identification document requirements for individuals, as well as relevant individuals linked to entity account applications.

ACCEPTABLE IDENTIFICATION DOCUMENTS

We accept either originals (for instance when we meet with our clients in person or when they call in at our office with the documents) **or** certified copies. Please see certification guidelines overleaf. Acceptable identification documents include:

- Current valid 'full' passport: or
- Government issued national identity card; or
- Current valid full or provisional driving licence (this is only acceptable for residents of Guernsey, Jersey, the Isle of Man or the United Kingdom ("UK"), provided it contains a photograph and signature).

ACCEPTABLE ADDRESS VERIFICATION DOCUMENTS

Documents must be dated within the last six months and must be either an original or a certified copy. Electronic copies are NOT acceptable. All original documents will be returned to you. Please see certification guidelines overleaf. Acceptable address verification documents include:

- Postal correspondence from an official independent source such as a central or local government department or agency; or
- A recent utility bill (please note a mobile telephone bill is not acceptable); or
- A recent account statement from a recognised bank, building society or credit card company or a recent mortgage statement from a recognised lender; or
- Photographic driving licence or national identity card containing current residential address, provided the document has not been used to verify identity.

NON-STANDARD ADDRESS VERIFICATION DOCUMENTS

If you are unable to provide address verification using one of the above standard methods, we may be able to take a cumulative approach and a minimum of TWO of the following alternative methods may be used:

- Lawyer's confirmation of the property purchase, or legal document recognising the title to the property
- A banker's written confirmation of address
- A tenancy agreement
- A letter or copy of a contract of employment from a director or manager of an employer that confirms residence at the stated address (or providing detailed directions to locate a place of residence). Nedbank Private Wealth must be able to independently verify the employer. The letter from the employer should be on headed paper, in English. This letter can be used to provide address verification of a spouse if opening a joint account. In this instance, a certified copy of the marriage certificate must also be provided.
- An e-statement from a recognised bank, building society or credit card company or the most recent mortgage statement from a recognised lender, or an e-bill or e-statement in relation to rates, council tax, utilities, bank accounts etc.



IDENTIFICATION AND VERIFICATION DOCUMENTS

ACCEPTABLE CERTIFIERS AND HOW TO CERTIFY A DOCUMENT

For certification to be effective, the certifier will need to have seen the original documentation and have met the individual face-to-face.

The certifier must be:

- A member of Nedbank or Nedbank Group staff;
- A member of the judiciary, OR a senior civil servant;
- An officer of an embassy, consulate or high commission of the country of issue of documentary verification of identity;
- 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, board member or person subject to a regulatory vetting process of an Isle of Man, UK, Jersey or Guernsey regulated business. Or, an external business regulated within an equivalently regulated jurisdiction;

The certifier must:

- Sign and print his/her full name clearly in capitals
- Date the certification
- Clearly indicate his/her position/capacity
- Provide his/her contact details and the company details (the certified document should bear the stamp of the office)
- State that it is a true copy of the original document.

The required wording on any certified copy of an identity document should be as follows:

"I certify that this is a true copy of the original document and a true likeness of the individual"

Signed.....Dated.....

(Please state full name, date of certification, position/capacity/contact details & Company)

The wording for any other certified copy document is as follows:

"I certify that this is a true copy of the original document"

Signed.....Dated.....

(Please state full name, date of certification, position/capacity/contact details & Company)

Alternatively, the certifier may complete a covering letter or document, which is then attached to the copy identification document(s) i.e. the certification is not written on the copy identification document itself as long as the covering letter or document contains the information specified in the paragraph above, and it is clear in the letter itself that it refers to the attached document beyond any doubt.

The relationship between the certifier and the subject should be of a professional rather than personal nature.

PLEASE NOTE:

We will not accept certification from an individual we cannot independently verify should the need arise

All foreign language certification **MUST** be translated into English – it is the client's responsibility to arrange for this to be done at their expense. If the documents provided are a translation of a foreign language document, we must be provided with the details of the translator to enable checks to be undertaken on their suitability.

If you have any questions about identification and verification of documents, please call us on 0800289936 (Freephone UK only) or +44 (0)1624 645000.