



# **CERTIFICATION POLICY**

## **Operational Policy**

### **Legal Department**



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## 1. PURPOSE

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The purpose of this policy is to define the guidelines for the certification.

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## 2. POLICY

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A person of good standing, such as a registered lawyer or notary, a chartered accountant, a bank manager, a police officer, an employee of the person's embassy or consulate, or other similar person based in the relevant jurisdiction (Certifier) may certify documents such as passport copies, bank statements, documents as being a true copy of the original or a true signature, in accordance with this policy. It falls within the AML (Anti Money Laundering) Manager's discretion whether the status of a Certifier is acceptable.

The Certifier must, on the document certified:

- state the full details of his/her profession, appointment or position;
- provide contact details, inclusive of a physical address and a business telephone number; and
- use the following (or substantially the same) wording on the front page (or signature page) of the document **and initial all other pages**

*"[I hereby certify that this document is a true copy of the original]" OR*

*"[I hereby certify that [NAME] with passport number [NUMBER] has signed before me]"*

- Sign and date it.
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## 3. Certification Requirements

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Certificated passport copies will only be **required for the appointed individuals upon incorporation / registration** as per the below:

Required

- Shareholders
- Directors
- Company Secretary
- Partners
- Members

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- Founding members
- Founders
- Guardians
- Council members
- Approved Person

#### Not Required

- Authorized signatories
- CEO/MD/person holding a similar position
- Officers of recognized entities which include directors, company secretary, partners, members, founders, guardians and council members. Recognized entities include Foreign Recognized Company (FRC), Branch of pre-existing limited partnership (RLP), Branch of a pre-existing foreign Limited Liability Partnership (RLLP), Branch of a pre-existing foreign general partnership (RP).

Certified passport copies will be required **when adding and updating a stakeholder** as per the list below:

#### Required

- Shareholders
- Directors
- Company Secretary
- Partners
- Members
- Founding members
- Founders
- Guardians
- Council members
- Approved Person

#### Not Required

- Authorized signatories
- CEO/MD/person holding a similar position
- Officers of recognized entities which include directors, company secretary, partners, members, founders, guardians and council members. Recognized entities include Foreign Recognized Company (FRC), Branch of pre-existing limited partnership (RLP), Branch of a pre-existing foreign Limited Liability Partnership (RLLP), Branch of a pre-existing foreign general partnership (RP).

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