



CERTIFICATION POLICY

Operational Policy

Legal Department



1. PURPOSE

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

2. POLICY

2.1 Certified Copies

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.

2.2 Digital Certification / Identity Verification Tools

Certification of identification documents produced by a digital certification / verification tool (DCT) that has been internationally recognised and appropriately vetted (as needed) may be accepted. At a minimum, the DCT platform / provider must demonstrate that it:

- Scans passport barcode and photo using technology capable of identifying fraudulent and / or expired or invalid documents



- Records the verification of the document in a language used in DIFC
- Complies with Federal / DIFC data protection and AML obligations

It falls within the AML Manager's discretion whether the status of a document certified in this manner is acceptable. If the report or digitally verified document is not accepted by the AML Manager, then another method, such as the one set out in 2.1, must be used.

3. Certification Requirements

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
- 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

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- Partners
- Members
- Founding members
- Founders
- Guardians
- Council members
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