

# Information from Zurich Corporate HelpPoint team

## Document certification and suitable certifiers

Managers employed by your company can become suitable certifiers as long as they are appointed and provide acceptable AML (anti-money laundering) documentation.

### How does this help you?

When the plan member decides to withdraw their funds and we are paying directly back to them, we require:

- a certified proof of identity document for the member
- an original or suitably certified proof of address document for the member.

The above documents and any others requested that require certification can be completed in-house by the appointed manager(s).

A large portion of withdrawal requests we receive from members are missing suitably certified documents.

This delays the withdrawal of funds and payments made to members. Having a manager become a suitable certifier can help the member receive their funds in a fast and efficient manner.

### How can you appoint a manager as a suitable certifier?

We require:

- A letter from you/your company confirming that you wish to appoint the named manager as a suitable certifier. The letter must be signed by an authorised signatory of the plan and must confirm the manager's contact details and specimen signature.
- A suitably certified proof of identity document for the nominated manager (please note the manager cannot certify their own documents).
- An original or suitably certified proof of address document for the nominated manager.

More details on acceptable proof of identity and address documents can be found in the anti-money laundering guide, available on the literature section of Zurich International online (ZIO).

The documents should be sent to the following address:

Zurich Corporate HelpPoint Team PO BOX 67, Douglas, Isle of Man, British Isles IM99 1EF.

Once we have confirmed acceptance of the above documents the manager will be able to certify documents for the members of the plan when needed.

### What should the certification contain?

To ensure our requirements are fulfilled and documents are certified correctly, we recommend that the certifier complete our '**Document certification form**'.

If they are unable to use this then the following information should be included on the certification:

- A statement confirming '**I hereby certify that this document is a true copy of the original (and if necessary, that the photograph is a true likeness of the holder)**'.
- Type of document and reference number.
- Signature of certifier.
- Full name of certifier (in block capitals).
- Date.
- Position/Job title.
- A note saying 'I am signing in the capacity of ...'.
- Details of the certifier's regulatory/professional body and reference number.
- Organisation name, address, telephone number and website.
- Organisation stamp.

## Important information

Zurich Integrated Benefits is a business name of Zurich International Life Limited.

Zurich International Life Limited is authorised under the Isle of Man Insurance Act 2008 and is regulated by the Isle of Man Financial Services Authority which ensures that the company has sound and professional management and provision has been made to protect planholders.

For life assurance companies authorised in the Isle of Man, the Isle of Man's Life Assurance (Compensation of Policyholders) Regulations 1991 (as amended), ensure that in the event of a life assurance company being unable to meet its liabilities to its planholders, up to 90% of the liability to the protected planholders will be met.

The protection only applies to the solvency of Zurich International Life Limited and does not extend to protecting the value of the assets held within any unit-linked funds linked to your plan.

Zurich International Life Limited is not authorised to offer insurance products for sale in the United States.

Materials are not intended as an offer to invest and do not constitute an offer or a solicitation of an offer to buy securities in any other country or other jurisdiction in which it is unlawful to make such an offer or solicitation.

Zurich International Life Limited (a company incorporated in the Isle of Man with limited liability) provides life assurance, investment and protection products and is authorised by the Isle of Man Financial Services Authority.

Registered in the Isle of Man number 020126C.

Registered office: Zurich House, Isle of Man Business Park, Douglas, Isle of Man, IM2 2QZ, British Isles.  
Telephone +44 1624 662266 Telefax +44 1624 662038 [www.zurichinternational.com](http://www.zurichinternational.com)