OVERSEAS
TRUST & PENSION

Document Certification Aid

IMPORTANT INFORMATION

Overseas Trust and Pension (OTAP) is the brand name of Overseas Trust and Pension Ltd, Overseas Pensions and Benefits Ltd and Overseas Pensions Administration Ltd, (the Companies). Overseas Trust and Pension Ltd and Overseas Pensions and Benefits Ltd are licensed by the Guernsey Financial Services Commission under the Regulation of Fiduciaries, Administration Businesses and Company Directors, etc (Bailiwick of Guernsey) Law, 2020. Overseas Trust and Pension Ltd and Overseas Pensions and Benefits Ltd are registered in Guernsey numbers: 55506 and 39935 respectively. Their registered office is Lefebvre Court, Third Floor, Block B, Lefebvre Street, St Peter Port, Guernsey, GY1 2JP. Overseas Pensions Administration Ltd is registered in Alderney number: 1427 and its registered office is Millennium House, Ollivier Street, St Anne, Alderney, GY9 3TD.

Overseas Trust and Pension Limited is an authorised financial services provider in terms of the South African Financial Advisory and Intermediary Services Act ("FAIS") and is regulated by the Financial Sector Conduct Authority ("FSCA") of South Africa. FSP number 47261.

OTAP does not offer financial, investment or tax advice, any information provided should not be considered as such. OTAP accepts no legal liability for losses, damages or expenses which you may incur or suffer directly or indirectly by using this information.

We endeavour to make sure the information is accurate and up-to-date however, no warranty is given as to the accuracy or completeness of any information and no liability is accepted for any errors or omissions in such information, products or services provided to you.

We strongly recommend that clients take regulated financial and investment advice relevant to their individual circumstances. It is the responsibility of clients and their advisers to review the advice and investments at least annually. The product terms, risks and charges (including: initial, annual and exit) should be considered, understood and agreed with your Financial/Investment Adviser.

Past performance is not a reliable indicator of future results. Investment values and the income from them can go down as well as up and may be affected by changes in rates of exchange. An investor may not receive back the amount initially invested.

Data Privacy Statement: Please refer to our Data Privacy Policy published on the Overseas Trust and Pension website: www.trustandpension.com/legal-and-regulatory

Customer Due Diligence (CDD) Documentation

We comply with local legislation and our own internal policies and procedures to ensure appropriate customer due diligence documentation is obtained on our clients. If you do not provide appropriate information, there may be a delay, or we may be unable to process your application.

Section 1 – Verification of your identity

Please provide us with an updated copy of the identification pages of your current passport or National ID document.

Please note, the information must include:

1. Name and Nationality
2. Document identification number
3. Photograph
4. Signature
5. Date and place of birth
6. Country of issue
7. Date of issue

Please note that the copy of the photograph must be clear and a true likeness.

Section 2 – Verification of your permanent residential address

We will require a copy of ONE of the following documents showing your permanent residential address:

- A utility bill (not more than three months old) or a bank / credit card statement
- Correspondence from an independent source such as a government department
- Personal tax assessment
- Valid driving licence

Please note that non-bank cards such as store cards, mobile telephone statements or addresses that feature 'care of' are NOT ACCEPTABLE as confirmation of your residential address, neither are statements printed from a website or those which do not feature your actual physical address.

Documents addressed to PO Box numbers are not normally acceptable. However, where a PO Box facility is used for the reasons of safety/security or where there is no local residential postal delivery we may accept certain documents. Please refer to your Account Manager for guidance.

Section 3 – Source of Wealth Guidance

Third party financial institutions (e.g. Investment Companies, Banks, etc) may have different and additional client due diligence requirements. Where possible we suggest that you familiarise yourself with their requirements otherwise delays may occur as it may be necessary for OTAP to request the additional information/documentation.

Certified Documentary Evidence: In some instances, OTAP may require additional documentation to support an application. This may be requested after the Application Form is received due to specific factors relating to a client.

Section 4 – Suitable Certifiers

Copy documentation is acceptable provided it is certified as being a true copy of the original and any photograph submitted as proof of identity must be certified as a true likeness of the individual.

This may be done by any one of the following persons (MUST NOT BE A RELATIVE):

- A Member of the Judiciary
- A Senior Civil Servant
- A serving Police or Customs Officer
- A Lawyer or Notary Public who is a member of a recognised professional body
- Doctor
- An Actuary or Accountant who is a member of a recognised professional body
- A Director / Manager of a regulated financial services in a jurisdiction known to have equivalent
- AML/CFT legislation in place
- An officer of an Embassy, Consulate or High Commission of the country where ID documents are issued

Please note, where a certifier listed above is based in a high-risk jurisdiction, we will only accept their certification if they are employed and acting in their capacity as employee of a company/firm/partnership that has a head office based in an equivalent jurisdiction.

Certifier's Checklist

☐ Please take a photocopy of the original document.

☐ Please insert the following wording as shown on the document

☐ Please add your signature and the date.

☐ Please print your name and contact details underneath your signature in BLOCK CAPITALS.

☐ Please state the capacity in which you are certifying the document (i.e Accountant, Lawyer, etc).

☐ If you have an official corporate stamp, please place the stamp onto the copied document and ensure that your professional address is quoted.

The certified documents should carry the following wording and information:

Passport/ID documentation

I hereby certify that this is a true copy of the original document, which I have seen and that I have met the individual on_____ (insert date) and can confirm the photograph is a true likeness.

Address Verification/other documents

Certifiers Details

I hereby certify that this is a true copy of the original document, which I have seen.

- Signature of Certifier
- Name
- Date of Certification
- Position/Capacity
- Firm/Company
- Business/Contact address
- Telephone Number
- E-mail address

Certification of Identity – for use by Suitable Certifiers Only

For your ease, we have provided the following facility to capture a copy of the applicant's identity for certification.

1. Place the ID/Passport document on your scanner with the identity page facing down
2. Place this page over the ID/Passport document, taking care to ensure that it fits within the borders of the below box
3. Scan and print
4. Complete the certification and submit the scanned and printed page with your application

Place ID / Passport here

I hereby certify that this is a true copy of the original document, which I have seen and that I have met the individual on _____ (insert date) and can confirm the photograph is a true likeness

Name:	Firm/Company:
Date:	Telephone Number:
Position/Capacity:	Email Address:
Signature:	Business/Contact Address: