



## Document Certification Guide

### **Who can certify my documents?**

#### Face-to-face certification

Where a customer is able, in person, to present CG Atlantic Medical & Life Insurance Ltd. (CGAML) with an original document, copies may be taken and certified by a member of CGAML's staff as true copies of the originals.

#### Non-face-to-face certification (i.e. performed by a 3<sup>rd</sup> party)

A copy of a document presented in lieu of examining the original document must bear an original certification by one or more of the following persons:

- A member of the judiciary, a senior civil servant, or a serving police officer;
- An officer of an embassy, consulate, or high commission of the country of issue of documentary evidence of identity;
- A lawyer or notary public who is a member of a recognized professional body;
- A doctor;
- An actuary who is a member of a recognized professional body (ASA, FSA);
- An accountant who is a member of a recognized professional body (i.e. CPA, CA, ACCA);
- A director or someone who holds themselves out to be a director of a regulated business in the country of issue of the documentary evidence of identity; or
- A Justice of the Peace.

### **What must the certification include?**

Each certification of a photocopied document should include the following:

- The full legal name of the certifier, printed and legible;
- The certifier's signature;
- The date of the certification;
- The role and qualification of the certifier;
- Name of certifier's company (where applicable);
- Contact information (physical and postal [where applicable] address, telephone number, and email address); and
- A statement or communication that the document is a true copy of the original.

If the certifier is certifying many documents within a single pack of documents, all of the above information can be included in a covering letter attached to the pack of documents, as long as the covering letter makes explicit reference to each of the copy documents.

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### **Additional Criteria**

- The person signing as certifier cannot be a relative or family member of the person whose document is certified, nor can they reside at the same address as that person.
- All copy documents accepted must be clear and legible.