

## REQUIRED STANDARDS FOR CERTIFICATION OF DOCUMENTS

Where documents verifying identity or residential address are required to be certified they shall not be accepted by CCP unless they are properly certified in accordance with the following:

CCP shall not accept a certified copy of a document presented for a Business Relationship or transaction unless it is satisfied that the Person certifying the document:

- a. is **independent** of the individual, trust or Legal Person for which the certification is being provided; and
- b. is subject to professional rules of conduct or statutory compliance measures (which carry penalties for breach).

Below is an example of an acceptable certification for a proof of address or other such document.

*“Having seen and compared the original, this copy is certified as a complete and accurate copy of the original.”*

Below is an example of an acceptable certification of a photo identification.

*“Having seen and compared the original, this copy is certified as a complete and accurate copy of the original and the photograph bears a true likeness to “John Smith”*

In all cases the persons certifying the document must:

- a. insert the date of certification;
- b. sign the document and affix a seal or stamp, and
- c. provide adequate contact details to enable further queries or clarification.