

Requirements for a Certifier

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| <p>Certification Requirements</p> | <p><u>Certification Requirements can be found on Page 2 & 3 of our 'Gatehouse ID Requirements' Documents must be copied and certified by an appropriately authorised person (see list in below). This certification must include:</u></p> <ul style="list-style-type: none"> • A copy of the original (photocopy or photo is acceptable subject to being glare free) however this must be printed and signed. (Please note a copy of a copy cannot be used i.e., if a document has already been printed and certified by one firm, it cannot be re-certified) • Full Name of the individual certifying the document and their signature • Firm details including: <ul style="list-style-type: none"> ◦ The name of the firm the individual is employed by/owns and their role ◦ Their address ◦ The institution they are a member of together with membership number where applicable i.e., for solicitors and accountants • Date of the certification • Confirmation that the documents are true copies of the original and where photo ID has been seen: <ul style="list-style-type: none"> ◦ If the individual has physically met the customer – that the photo is a true likeness of the applicant ◦ If the individual has not personally met the customer, this must be confirmed • Certification must be on the same page (not on the reverse or separate page) of the document in question |
| <p>Acceptable Certifiers</p> | <p><u>Certification Requirements can be found on Page 2 & 3 of our 'Gatehouse ID Requirements' An appropriate person for the purposes of certifying copies of original documents include:</u></p> <ul style="list-style-type: none"> • Employees of Gatehouse Bank (for documentation that they have had sight of the original) • A qualified solicitor registered with the relevant national professional body • A qualified accountant registered with the relevant national professional body • A notary public, a member of the judiciary • A director, manager or a bank counter staff of a bank or an authorised credit or financial institution. • An Embassy, consulate or high commission officer • A commissioner of Oaths • Document Certification Service from UK Post Office |