



Identity Certification Form

Requirements

In respect of each individual we require:

Verification of identity – Passport/National Identity Card

Use the next page to submit a certified copy, noting that national identity documents must contain both the front and back of card.

- The identity document should be valid and include issue and expiry dates.
- The copy should be clear with all features including unique reference number, place of issue and Machine Readable Code (MRZ) visible.
- Country of birth and nationality details included.

Verification of address – Residential address

An original or certified true copy of the following are considered acceptable to verify the residential address and must include the full address. All documents must be translated into English.

- A bank or credit card statement (dated within the last 3 months).
- Utility bill (dated within the last 3 months, mobile phone bills are not acceptable).
- Valid full drivers licence issued by the UK, Crown Dependencies or by an EU member state (must show current address).
- If you do not have an above document please contact us to discuss.

Obtaining your identity through electronic means

It may be possible to expedite the provision of CDD documents using electronic IDV. For applicants in certain jurisdictions this will include verification of your address. Please email your contact at Oak for further details of this process.

Acceptable Certification Wording and Certifiers

Identity – “I certify this to be a true copy of the original document that I have seen and the photograph is a true likeness of the individual I have met”.

Address – “ I certify this to be a true copy of an original document that I have seen”.

Acceptable Certifiers

- Lawyer, Solicitor or Advocate who is a member of a recognised professional body.
- Accountant who is a member of a recognised professional body.
- Senior officer of a Bank or another regulated/licensed Financial Services Business which is based in a well regulated equivalent jurisdiction.
- British Consular official.

Certifier Information must include the following information:

- Full name and signature.
- Date of certification.
- Job title/position or capacity in which they are signing.
- Name of regulatory body (if applicable i.e ACCA, FSA, Law Society).
- Registration number issued by regulatory body (if applicable).
- Contact information.
- The country in which the certification took place.
- When certifying on behalf of an entity, the signature must be the individual's, with the position and name of the entity clearly stated.

Based upon the jurisdiction of the certifier, further consideration will be given on a risk-based approach to determine if the certifier and/or certification are suitable. We reserve the right to determine suitability of any documents provided.

Please note that:

1. Documents must be certified once only.
2. Certified copies of documents previously certified may only be accepted when provided by regulated service providers in the British Crown Dependencies.
3. We require either wet ink certified hard copies or electronically certified (via a secure digital platform such as DocuSign) copies of all documents. We are unable to accept electronically certified documents where they contain signatures that are not digitally secure (i.e., if they are a copy and pasted picture of a signature).
4. A person cannot be a suitable certifier if they are related to the person being identified by birth or marriage; or in a relationship or living with the person being identified.

www.oak.group

Regulatory information can be found on www.oak.group/regulatory



Identity Certification Form

Place identity document face down on the photocopier then place this form over the top with the identity document here.

Please now take a copy and complete your details below

I hereby certify this is a true copy of the original document which I have seen and that the photograph bears a true and complete likeness of the individual concerned, whom I have met. In addition, to my knowledge, the document does not appear to have been altered in any way.

Certifier's signature:	<input type="text"/>	<input type="text"/>
Certifier's full name:	<input type="text"/>	Date of Certification
Position/Capacity:	<input type="text"/>	Stamp/Seal of Person Certifying:
Name of Regulating Body issued by the Regulating Body:	<input type="text"/>	
Registration Number issued by the Regulating Body:	<input type="text"/>	
Contact Information:	<input type="text"/>	