



Dubai  
International  
Financial  
Centre

# **CERTIFICATION POLICY**

# 1. CERTIFICATION POLICY



## 1.1 Purpose

1 The purpose of this policy is to define the guidelines for the certification of identification documents.

## 1.2 Policy

1 A person of good standing, such as a registered lawyer or notary, a chartered accountant, a bank manager, a police officer, an employee of the person's embassy or consulate, or other similar person based in the relevant jurisdiction (Certifier) may certify documents such as passport copies, as being a true copy of the original or a true signature, in accordance with this policy. It falls within the AML (Anti Money Laundering) Manager's discretion whether the status of a Certifier is acceptable.

The Certifier must, on the document certified:

- state the full details of his/her profession, appointment or position;
- provide contact details, inclusive of a physical address and a business telephone number; and
- use the following wording on the front page (or signature page) of the document **and initial all other pages**

*"[I hereby certify that this document is a true copy of the original]" OR*

*"[I hereby certify that [NAME] with passport number [NUMBER] has signed before me]"*

Sign and date it.