KNOW YOUR CUSTOMER (KYC) DOCUMENT STANDARDS

What is a notarised certified true copy?

- Notary or Attorney certifies that the document is a TRUE COPY OF THE ORIGINAL.

EXAMPLE:

- Photograph and wording must be clear
- Proof of ID must be current/not expired
- Certification must be from a notary or attorney and include the certifier's address
- If the notary is the certifier his/her commission expiration date must be provided
- Certification must have words 'certified true copy of the original' or words to that effect.
- Certification must appear on the same page as the copy of the id
- Colour copy of ID required

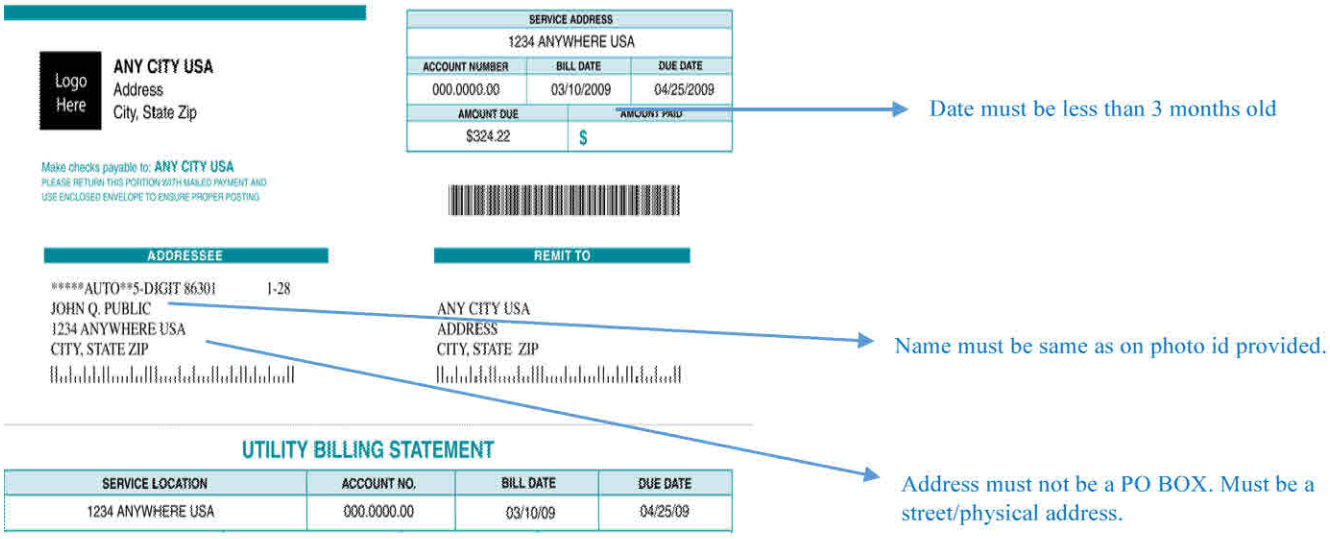
Certified true copy of original

Notary signature: *Bugs Bunny*
Notary name and address:
Bugs Bunny. 1 Rabbit Hole, CA, USA 90210
My commission expires on:1/1/2020

What is proof of identity?

- CURRENT PASSPORT ***or*** DRIVER'S LICENSE. Only one is required.

What is an acceptable recent proof of residence?

- A utility bill or bank statement that is **LESS THAN** 3 MONTHS OLD.
- It must be in the same name as your proof of identity.
- If you are providing a copy rather than an original, it must be a notarised certified true copy.
- You must currently live at the address provided.

EXAMPLE: