



Certification Guidelines

Who can Certify

If an original identification is not presented in person to a CG Britcay representative, in an effort to reduce the exposure of risk for mis-representation and impersonations, any copies submitted must be certified by one of the following persons but not an exhaustive list:

- A member of the judiciary (a serving Judge);
 - A Senior civil servant;
 - A lawyer, attorney or barrister, who is a registered member of a recognized professional body;
 - A Senior member of the Royal Cayman Islands Police;
 - A notary public who is a member of a recognized professional body;
 - A Justice of Peace;
 - Officer of a Consulate, Embassy or High Commission Representative (of the Country or Territory that has issued the passport or ID (with a local office in the Cayman Islands);
 - A qualified actuary who is a member of a recognized professional body;
 - A qualified accountant who is registered with the relevant national professional body;
 - A qualified actuary who is registered with the relevant national professional body;
 - A qualified doctor registered with the relevant professional body; or
 - A director or manager of a regulated entity/FSP in the Cayman Islands.
- ❖ The CO has the discretion to approve other parties that may certify documents on a case by case basis (the CO approval must be documented).

Such discretion is extended to:

- Member of the Legislative Assembly (MLA);
- A Commissioner of Oaths;
- A Company Secretary of a regulated entity/FSP in the Cayman Islands (must be supported by a Secretary Certificate); and
- Senior Staff within an Organization i.e. President/CEO, General Manager, Assistant Manager or Supervisor or equivalent positions. This senior member of staff or senior position must also be "Authorized" to certify documentation in accordance with its internal policies and procedures. **(Must include Company stamp (if available), list document (s) being certified as true copies of the original(s), full legal name, date and signature).**

What must the certification include?

Each certification of a copy document should include the following:

- The certifier's signature;
- The date of the certification;
- The full legal name of the certifier;



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- The role and qualification of the certifier;
 - Stamp of the certifier (if available) (must be clear and legible);
 - Contact information (address/telephone number/email address); and
 - The documentation must include a statement or communication that the document is a true copy of the original.
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- ❖ If the certifier is certifying many documents within a single pack of documents, all of the above information can be included in a covering letter attached to the pack of documents, as long as the covering letter makes explicit reference to each of the copy documents. There must be a separate letter for each individual or Entity.

 - ❖ ***The Person signing as CERTIFIER cannot be a relative or family member of the person whose document(s) is being certified nor can they reside at the same address as that person.***

 - ❖ ***Notarized or Certified Government issued photo identifications (Passport, driver's license or Local Voter Registration ID) are valid for an indefinite period, as long as:***
 - ***it was validly notarized;***
 - ***notarization has been completed within the last three (3) months; and***
 - ***the ID has not expired.***

 - ❖ ***Notarized or Certified Proof of Address i.e. utility bill are valid for three (3) months and must be within the past 90 days.***

 - ❖ ***Notarized Certified Corporate documentation are valid for an indefinite period of time, as long as:***
 - ***it was validly notarized;***
 - ***notarization has been completed within the last three (3) months;***
 - ***the document has not expired; and***
 - ***there have been no changes to the Company as follows, but not limited to:***
 - ***operations;***
 - ***ownership; or***
 - ***name.***