

Certification guidance

What is certification and why is it required?

Walkers has a regulatory obligation to verify all clients and related parties. Certification is a means by which Walkers verifies that clients are who they say they are and that the documentation being supplied is reliable, genuine and accurate to date.

Who can certify documents?

A non-exhaustive list of who can certify documents is set out below:

- Lawyer
- Accountant
- Embassy or consular official
- Notary public
- Certified Public Accountant

The relationship between the certifier and individual being identified must be professional in nature. An individual may not certify their own documents and documents may not be certified by a family member or partner of the individual. This includes relatives by birth or marriage and individuals in a relationship or living with the person being identified.

Walkers is required to verify the certifier is regulated or licensed in their capacity as a certifier. The following must therefore be included in the certification:

1. Full name
2. Signature
3. Capacity (e.g. lawyer)
4. Registration number
5. Contact details
(email/address and phone number) and
6. Date of certification.

E-certification

In the event that you are unable to obtain certified documents in the usual way, Walkers is able to accept e-certified identification. For natural persons, this should include a statement to the effect that the relevant person has virtually met them and they bear a true likeness to their photo ID.

Steps to e-certification:

1. The client must send an electronic copy of his/her identification documents as well as his/her address verification to the certifier by email (this can be certified or uncertified).
2. A video call is arranged and the details are recorded. During the call the client holds the documents up to the camera so the certifier can confirm that they are the same as the ones sent through (this confirms that they are originals).
3. The client then holds up his/her passport up alongside himself/herself and a screen shot is taken (this confirms/evidence the photographic ID is the same as the individual). Post call, the screen shots are printed out along with the documents that were emailed and then certified using the correct wording. "I certify this to be a true and accurate copy of the original document and is a true likeness to the individual, which I have verified through video technology".

