

## A. Type of Documentation

BCB accepts the following documents:

- (1) Original documents<sup>1</sup>
- (2) Certified copies of an original document (a certified copy of a certified copy is not acceptable). *For BCB to accept a certified copy of an original document, the following guidance must be adhered to:*

## B. Suitable Certifiers

- (1) **Suitable certifiers who reside in Bermuda:** (1) a lawyer, notary public, actuary or accountant who is a member of a recognised professional body; (2) a member of the judiciary or a senior civil servant; (3) a serving police or customs officer; (4) an officer of an embassy, consulate or high commission of the country or territory of issue of documentary evidence of identity; (5) a manager of any bank, being an institution licensed as a bank under the Banks and Deposit Companies Act 1999.
- (2) **Suitable certifiers who reside outside of Bermuda:** (1) a notary public who is a member of a recognized professional body; (2) an officer of an embassy, consulate or high commission of the country or territory of issue of documentary evidence of identity.
- (3) **Suitable certifiers for corporate documentation:** When accepting any copy documents with regard to evidence of ownership structure, control structure, and company authorisations BCB accepts copies of original documents certified by (1) company secretary; (2) a company director; (3) a company senior manager; (4) an equivalent officer; or (5) another suitable certifier stated above.

## C. Content and Form of Certification

BCB requires that certified documents include following content and form:

- (1) The date of the certification;
- (2) The name of the certifier;
- (3) The signature of the certifier;
- (4) The position or capacity of the certifier;
- (5) A statement that the document is a true copy of the original;
  - (a) When certifying photographic evidence it is recommended that the following form of confirmation wording is used: *"I hereby certify that I have seen the original of this document and that this is a complete and accurate copy of that document (or extract of that document). I also certify that the photograph contained in this document bears a true likeness to the individual that has requested certification of this document."*
  - (b) When certifying written documentation it is recommended that the following form of confirmation wording is used: *"I hereby certify that I have seen the original of this document and that this is a complete and accurate copy of that document (or extract of that document)."*
- (6) The copy needs to be of good quality, handwriting needs to be readable and best efforts should be exercised to secure an adequate quality copy of photographic evidence of identity that is certified.

## D. Non-English Documents

Any documents that are in a language other than English may be accepted if BCB receives a certified translation into English of the entire document together with a certified copy of the original document. Such translations must be completed by a certified translator, a suitable certifier as stated above.

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<sup>1</sup> Original documents submitted to BCB will be processed and archived. However, you can visit BCB and your Relationship Manager is able to certify the original document so that you can retain the original document for your records.