

Certification Requirements

All verification documentation provided must either be the **original** or, if not face to face, an **original copy** which has been **certified or notarised by**:

- Lawyer, notary, barrister or accountant who is a member of a recognised professional body in equivalent jurisdiction.
- Consulate, Embassy or High Commission employee of the country of issue (acting in their official capacity)

- Bank of Baroda Group Employee

- A Company secretary or member of the Legal or Compliance department (NB this option only applies where providing a passport/government issued ID document to verify a key account party)

Where more than one page is provided, the certifier must certify the **first page** and sign and date **each remaining page**.

Where a good reproduction of photographic evidence cannot be achieved, that is, the photograph on the evidence does not photocopy clearly, the copy should also be certified as providing a good likeness of the applicant.

The certifier must record on each document:

- Name of the certifier;
- Title of the certifier;
- Signature of the certifier;
- Date of certification, which must not be older than three months at the time of on boarding; and
- Written confirmation from the certifier that the copies are true and exact copies and that they have seen the original, suggested text **"I hereby certify that this is a true and correct copy of the original document sighted by me"**