

## Certification of documents

This guidance refers to external (predominantly legal) documentation and not forms available in the Nucleus library.

There are many instances where providing original documentation is just not practical. Instead, we can accept certified copy documents providing the following certification guidelines are met.

### Example certification

I hereby certify this to be a true copy of the original.

Signed by: *Adam Smith* Dated: 28 August 2015

ADAM SMITH, Financial Adviser, ABC Adviser Company Limited

All copy documents must be certified as a “true copy of the original” and the name of the person certifying must be clearly and legibly printed. The capacity under which the suitable certifier is signing must be provided. All documents must be certified once with an original wet signature.

### Suitable certifiers

- An authorised representative of an embassy or consulate of the country who issued the identification document;
- A notary public;
- A commissioner for oaths;
- A lawyer or advocate;
- A formally appointed member of the judiciary;
- A registrar or other civil or public servant authorised to issue or certify copy documents;
- An FCA authorised financial adviser.

### Points to note

- If there is a document with multiple pages e.g. a Will, we can accept the certification on the first page unless the document relates to an Offshore Bond application. In this case RL360° requires the certifier to sign and date the copy document on all pages
- We cannot accept a certified copy of a certified copy – the certified copy must be based on the original document
- We cannot accept a photocopy of a certified copy

- We cannot accept a certified copy of a Grant of Probate
- When photocopying any document please ensure the photocopy is true to size. We are unable to accept copies reduced in size. You should also ensure the copy is legible.

### We must have the original of the following


Grant of Probate/Certificate of Confirmation – this must bear the seal of the court.

### We can accept either an original or a certified copy of the following documents

- Authorised signatory list
- Birth certificate
- Court of protection
- Death certificate
- Deed poll (change of name)
- Fixed/individual/enhanced protection certificate
  - Please note that for clients who have an electronic protection certificate we can accept a screenshot of their HMRC record
- Interim death certificate (this is issued when the cause of death is being established by a coroner)
- Last Will
- Marriage certificate
- Pension sharing order and annex
- Power of attorney
- Trust deed (excluding Nucleus trust deeds)

If you have any questions about the certification of documents, please contact your regional client relations manager via jira messaging, or by phoning the appropriate regional number below.

Scotland, NI and north west England  0131 226 9815

North east and south east  0131 226 9808

Midlands, south west and Wales  0131 226 9804

London and south  0131 226 9801