

To: IFGL, International House, Cooil Road, Douglas, Isle of Man, IM2 2SP, British Isles.

In order that the below mentioned individual may be approved as a suitable certifier for (agency name(s)).

1. Full name, including details of any aliases

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5. Usual residential address confirmed by way of a certified copy of an acceptable verification of residential address document – see attached list for details of acceptable documents.

6. Documentary evidence of identity – see the following page for a list for details of acceptable documents.

7. A specimen signature of the proposed suitable certifier. If this is not provided on the ID document then the box below will need to be signed in wet ink.

The rules governing the appointment of a suitable certifier are:

1. Only individuals can be appointed as suitable certifiers within your organisation and the position is non-transferable. However, several employees within your organisation can be appointed as suitable certifiers.
2. If an individual is a suitable certifier for one insurance business, that individual is not automatically a suitable certifier for any other insurance business.
3. Should your Terms of Business with us be cancelled or suspended for any reason the appointment of the suitable certifier(s) within your company will also be terminated or suspended.
4. Any suitable certifier within your organisation must be approved in writing by IFGL.
5. All insurance businesses are obliged, under the regulations, to verify the identity of any suitable certifier.

NOTE: you are unable to certify documents until after we have confirmed in writing that you have been appointed as a suitable certifier.

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PART B (TO BE COMPLETED BY A DIRECTOR, PARTNER OR AUTHORISED SIGNATORY FOR THE ABOVE NAMED AGENCY/AGENCIES)

We confirm that we wish to appoint the above named as a suitable certifier under the agency number(s) detailed.

Name of signatory (printed)	<input type="text"/>		
Signed	<input type="text"/>	Date (dd/mm/yyyy)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

IFGL ANTI-MONEY LAUNDERING REQUIREMENTS

The following list sets out the various documents that IFGL is required to obtain by the Isle of Man Financial Services Authority. Please note that the requirements below may alter due to changes in the regulations and IFGL may request additional documents.

Certifying documents

Unless the documents below are originals, they will all need to be certified by a suitable certifier. All copy documents must be certified as True Copies. A suitable certifier may be any of the following:

- a member of the judiciary, registrar or other senior civil or public servant authorised to certify copy documents
- an officer of an embassy, consulate or high commission of the country who issued the document
- a lawyer or advocate who is a member of a recognised professional body
- a notary public or commissioner for oaths
- an accountant who is a member of a recognised professional body
- a company secretary who is a member of a recognised professional body
- an Adviser who has been signed off by a member of IFGL as a suitable certifier
- an employee of a company within IFGL.

When certifying a document, the suitable certifier must include the following wording:

"I hereby confirm that this document is a true copy of the original seen by me"

The suitable certifier must also sign and print their name, state their company name, their position within the company and the date.

Acceptable documents for verifying identity and address

Verification of identity (all documents must be certified)

- Certified true copy of a current valid passport bearing a photograph.
- Certified copy of a national identity card bearing a photograph.
- Certified copy of a provisional or full driving licence.

The document provided should be in date when received and contain a photograph of the individual that is clear enough to identify their face.

If the document provided does not detail the customer's nationality or place of birth, further evidence may be required.

Verification of address (all documents must be certified).

If the proof of address is in any language other than English, it must be translated and confirmed by a suitable certifier.

- A utility, rates or Council Tax bill (less than 6 months old). Mobile telephone bills are not acceptable.
- A current driving licence (cannot be accepted if used to verify identity).
- A current national ID card (cannot be accepted if used to verify identity).
- A recent account statement from a regulated bank, building society or credit card company.
- A recent mortgage statement from a regulated lender.
- Correspondence from an official independent source, such as a central or local government agency.
- Lawyers confirmation of property purchase.
- Legal document recognising title to the property.
- Full tenancy agreement signed by all parties.

If none of the above documents are available then we can accept an employer's letter, however we will require a covering note detailing why none of the above documents are available with a reason for each.

Privacy policy

Our full privacy policy can be viewed at www.ifg-ltd.com/privacy or can be obtained by requesting a copy from our Data Protection Officer.