

APPOINTMENT OF A SUITABLE CERTIFIER

To: RL360, RL360 House, Cooil Road, Douglas, Isle of Man, IM2 2SP, British Isles.

PART A (TO BE COMPLETED BY THE APPLICANT)

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

under agency number(s)

we will require the following:

- 1. Full name, including details of any aliases
- 2. Date of birth (dd/mm/yyyy)
- 3. Nationality
- 4. Job title
- 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, for example a certified copy of a passport or national identity card - see attached list for details of acceptable documents.
- 7. A specimen signature of the proposed suitable certifier (please sign in box provided below).

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 RL360.
- 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.

Signature of proposed suitable certifier

Date (dd/mm/yyyy)

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)

Signed Date (dd/mm/yyyy)

RL360 MONEY LAUNDERING REQUIREMENTS

The following list sets out the various documents that RL360 is required to obtain by the Isle of Man Financial Services Authority. Please note that the requirements above may alter due to changes in the regulations and RL360 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:

- An employee of RL360;
- 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 introducer or employee of an introducer regulated in the UK, Isle of Man, Channel Islands or Hong Kong;
- An introducer or employee or sub-agent of an introducer where we have approved them in writing to be a suitable certifier.

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 of the client
- Certified copy of a national identity card bearing a photograph of the client.

In the absence of the above documents, we will require at least two of the documents mentioned under verification of address.

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 3 months old). Mobile telephone bills are not acceptable.
- An entry in a local telephone directory.
- An extract from the official register of electors.
- A current driving licence (cannot be accepted if used to verify identity).
- A state pension, benefit book or other government produced document showing benefit entitlement.
- A tax assessment document.
- A bank account or bank credit card statement. Statements that show a ‘care of’ address or accommodation address are not acceptable. Non-bank cards such as store cards are not acceptable. This must also be less than 3 months old.
- Proof of ownership or rental of the residential address.
- Proof of payment for a PO Box service (which must also show the residential address), where the PO Box shown is also the correspondence address of the applicant.
- A mortgage statement.

PRIVACY POLICY

Our full privacy policy can be viewed at www.rl360.com/privacy or can be obtained by requesting a copy from our Data Protection Officer.