

Identification and Verification (ID&V) Certification

Acceptable documents for verification of your [Business / Entity](#)

- Certificate of Incorporation/ Constitutional Decree
- Articles of Association / Partnership Deed / Charter of Foundation
- Annual Audited Accounts (*dates within 2 years*)
- Ownership Structure Chart for the Business (*on a company letter head and including all the company/ies registered name/s, registration numbers, country of registration as well as the percentage of ownership of each layer until all the natural person/s underlying beneficial ownership is/are identified*)
- Certificate of Incumbency or equivalent e.g. extracts from a Company Registry
- List of Key Controllers
- VAT Registration Certificate
- Business Registration Certificate / Trade Licence (*Issued by a Regulator*)

NOTE: Please upload a clear copy of the document.

Acceptable documents for underlying [Corporate Beneficial Ownership](#)

- Certificate of Incumbency or equivalent e.g. extracts from a Company Registry
- and where applicable:
- Business Registration Certificate / Trade Licence (*Issued by a Regulator*)

NOTE: Please upload a copy of the document.

Acceptable documents for Owners and Key Controllers who are [Individuals](#)

Identification Document (***valid unexpired & with photo***)

- Passport
- National or other government-issued Identity Card
- Malta Residence Permit

Documents containing photographic evidence of identity that are not government-issued but which are nonetheless recognised as a legal means of identification by the national law of an EU or a reputable jurisdiction may also be used to verify the identity of the involved/connected person, provided that such documents are valid and unexpired.

Verification Document (***must be dated within the last four months***)

The verification of the residential address shall be carried out by making reference to any one of the following documents, provided that the residential address and the full name of the involved/connected person are referred to in a clear and unequivocal manner in the document itself:

- A recent Credit Card Statement (*non-HSBC*)
- A recent Bank Account Statement (*non-HSBC*)
- A recent Reference Letter issued by a recognised Credit Institution
- A recent utility bill (*where the residential address is verified through reference to a utility bill, the subject person should ensure that such utility bill was issued in relation to services linked to that residential property. Therefore, a bill issued in relation to a fixed line telephone service installed on that property would be acceptable, but mobile telephony bills, which are not linked to a fixed premises, would not be acceptable.*)
- A rent contract
- A Driving Licence
- An identification document listed (Passport; National Identity Card; Malta Residence Permit) where a clear indication of the residential address is provided
- An official conduct certificate
- Any correspondence from a central or local government authority, department or agency
- Any other government-issued document not mentioned above

In case where the involved/connected person can provide us with **two** different identification documents plus **two** different verification of address documents, there is **no** requirement to get these documents certified.

As an example, customer may provide us with a passport, a national identity card, a bank statement and a utility bill. If the national identity card includes also the address, then this can be used also for address verification purposes. All these documents will need to be provided together.

However if involved/connected person cannot provide such documentation, the document/s provided need to be **certified**. Please refer to [Certification Requirements](#).

Documents emanating from High Risk Jurisdictions are to be certified, notarised and apostilled.

Certification Requirements

Certification of documents is required as independent confirmation of authentication. Please see below for details of what documentation is required, wording for the certification and who is authorised to complete this.

Documents need to be certified by:

- a legal professional,
- an accountancy professional,
- a notary,
- a person undertaking relevant financial business or
- a person undertaking an activity equivalent to relevant financial business carried out in a [Reputable Jurisdiction](#)

and such certification should be evidenced by writing:

- the document is a true copy of the original document;
- the document has been seen and verified by the certifier; and
- the photo is a true likeness of < insert person's name >

The certifier must also sign and date the copy document (indicating his name, profession and warrant number and his designation or capacity and provide contact details).

Additionally, any documentation which is in a foreign language, should be translated in English. Translation should be dated, signed and certified by an independent person of proven competence confirming that it is a faithful translation of the original. If obtained from overseas the document must be apostilled.

The Reputability of a Jurisdiction

The Malta Financial Intelligence & Analysis Unit (FIAU) Regulation 2 defines a reputable jurisdiction as any country having legislative measures for the prevention of Money Laundering/Funding of Terrorism (ML/FT), taking into account that country's membership of, or any declaration or accreditation by, any international organisation recognised as laying down internationally accepted standards for the prevention of money laundering and for combating the funding of terrorism, and which supervises natural and legal persons subject to such legislative measures for compliance therewith. Hence, for the purpose of the Prevention of Money Laundering and Funding of Terrorism Regulations (PMLFTR), the jurisdictions falling within Categories

1 and 2 shall not be considered to meet the criteria of a reputable jurisdiction as they do not have adequate legislative measures for the prevention of ML/FT and a clear and unequivocal declaration has been issued by the Financial Action Task Force (FATF) in that respect. Those jurisdictions falling within Category 3 shall not automatically be considered to be non-reputable and subject persons are required to determine the reputability of each jurisdiction on the basis of the deficiencies identified by the FATF.

Common Understanding

Common Understanding between Member States on third country equivalence^{1,2} under the Anti-Money Laundering Directive (Directive 2005/60/EC) June 2012

These third countries are currently considered as having equivalent AML/CFT systems to the EU. The list may be reviewed, in particular in the light of public evaluation reports adopted by the FATF, FSRBs, the IMF or the World Bank according to the revised 2003 FATF Recommendations and Methodology.

It should be noted that the list does not override the need to continue to operate the risk-based approach. The fact that a financial institution is based in a 3rd country featuring on the list only constitutes a rebuttable presumption of the application of simplified CDD. Moreover, the list does not override the obligation under article 13 of the Directive to apply enhanced customer due diligence measures in all situations which by their nature can present a higher risk of money laundering or terrorist financing, when dealing with credit and financial institutions, as customers, based in an equivalent jurisdiction.

List after the Meeting on 26 June 2012

Australia
Brazil
Canada
Hong Kong
India
Japan
South Korea
Mexico
Singapore
Switzerland
South Africa
The United States of America

¹ Directive 2005/60/EC does not grant the European Commission a mandate to establish a positive list of equivalent third countries. The Common Understanding between EU Member States on Third Country Equivalence is drafted, managed and agreed by the EU Member States.

² The list does not apply to Member States of the EU/EEA which benefit de jure from mutual recognition through the implementation of the 3rd AML Directive. The list also includes the French overseas territories (Mayotte, New Caledonia, French Polynesia, Saint Pierre and Miquelon and Wallis and Futuna) and Aruba, Curacao, Sint Maarten, Bonaire, Sint Eustatius and Saba. Those countries and territories are not members of the EU/EEA but are part of the membership of France and the Kingdom of the Netherlands of the FATF. The UK Crown Dependencies (Jersey, Guernsey, Isle of Man) may also be considered as equivalent by Member States.