ASTRA TRUST

Trust and Corporate Service Providers

# Certification and Translation Guide for KYC Documents

# List of Approved Certifiers

Modern AML/CFT legislation requires all the KYC documents collected by the services providers to be certified by the suitable certifier. The following persons may be suitable certifiers depending on specific jurisdiction:

- Registered Lawyers such as Solicitors or Attorneys;

- Accountants;

- Notaries Public;

- Members of the judiciary;

- A Director or Manager of a regulated Financial Services Business;

- Justice of the Peace or;

- Other such persons who are expected to adhere to ethical and/ or professional standards and exercise his or her profession or vocation in a jurisdiction that has an effective AML/CFT/CPF regime.

# Documents Certification Guide

## Certification of Passports and ID documents

1. The certification shall contain a clear and visible copy of the document

2. The certification should contain:

   **A**. Name, address, capacity or title and company name and reg. number of the person certifying the document;

   **B**. The address, telephone number and email of the certifier;

   **C**. Date certified and signature and/or seal of the person certifying the document.

3. For passports, identity cards and driver's licences (or any other identification documents bearing photographs) the certification should certify true copy and true likeness of the individual, similarly to the following:

*"Having seen the original from which this copy was made, I hereby certify this to be a true copy of the original and that the photograph bears a true likeness to the individual."*

4. The date of receipt of documents by Astra Trust shall be within 3 months from the date of certification




Having seen the original from which this copy was made, I hereby certify this to be a true copy of the original and that the photograph bears a true likeness to the individual

A
Mr. John Doe
Solicitor, "Law Chambers Ltd"
Reg. No.: 0000001

B
5 Cherry Tree Avenue, Balerno, EH14 5AN, United Kingdom
Tel. +44 252 4567
Email: johndoe@laechambers.com

C
Date: 01.01.2030
Signature:

# Documents Certification Guide

## Certification of Proof of Address and Documents Without Photo

1. The certification shall contain a clear and visible copy of the document

2. The certification shall contain:

   **A**. Name, address, capacity or title and company name and reg. number of the person certifying the document;

   **B**. The address, telephone number and email of the certifier;

   **C**. Date certified and signature and/or seal of the person certifying the document.

3. For proof of address such as Utility Bill, bank statement or other documents without a photo the wording may be as following:

*"This document is certified by me as a true and correct copy of the original"*

4. The date of receipt of documents by Astra Trust shall be within 3 months from the date of certification

5. The document that serves as a proof of address shall be issued within 3 months of submission to Astra Trust




This document is certified by me as a true and correct copy of the original

A
Mr. John Doe
Solicitor, "Law Chambers Ltd"
Reg. No.: 0000001

B
5 Cherry Tree Avenue, Balerno, EH14 5AN, United Kingdom
Tel. +44 252 4567
Email: johndoe@laechambers.com

C
Date: 01.01.2030
Signature:

# Documents Certification Guide

## Translation of Documents Not in English

1. All the documents should be in English language. If the document or true copy certification is in another language, the document needs to be translated into English with signature of the certified translator.

2. The translator's certification shall contain:

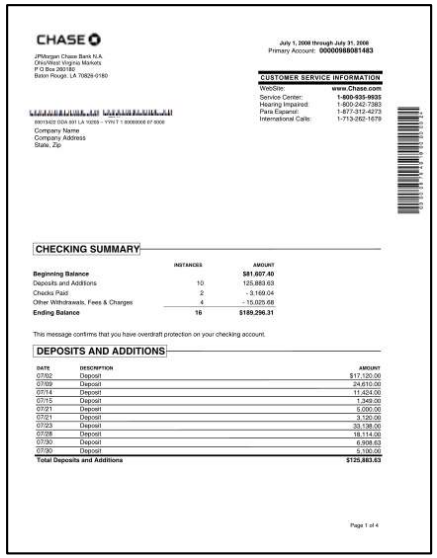
   **A**. Name, address, capacity or title and company name and reg. number of the person certifying the document;

   **B**. The address, telephone number and email of the translator;

   **C**. Date translated and signature and/or seal of the person translating the document.

3. For any translation the wording of the translator's certification may be as following:

*"I, [Name of translator], being fluent in both the [insert name of foreign language] and English language hereby certifies that this is a true and correct copy of the [proof of address + insert type of document provided (bank statement, etc)] of [Mr ABC] and he / she currently resides at [address]."*


CHASE

CUSTOMER SERVICE INFORMATION

CHECKING SUMMARY

DEPOSITS AND ADDITIONS

I, Mr. John Doe, being fluent in both the Spanish and English languages hereby certifies that this is a true and correct copy of the Bank Statement of Ms. Angela Zoe and she currently resides at Sample address.

A
Mr. Jhon Doe
Translator, "Fast Translations LLP"

B
5 Cherry Tree Avenue, Balerno, EH14 5AN, United Kingdom
Tel. +44 252 4567
Email: johndoe@fasttranslators.com

C
Date: 01.01.2030
Signature: