

# Appointment of a Suitable Certifier

## Part 1

The appointment of an individual by Friends Provident International Limited (FPIL) as a Suitable Certifier will enable that individual to certify as a true copy any client identification documentation in support of an application for a Policy issued by FPIL.

There may be more than one Suitable Certifier appointed within each intermediary company. Each appointment request **must** be authorised by a Company Director/Principal, who has previously been fully identified by FPIL.

The Director/Principal agrees to delegate the authority of Suitable Certifier to the named individual, and it remains their responsibility to ensure the appointed Suitable Certifier complies fully with the conditions set out below and to inform FPIL if the appointed Suitable Certifier ceases to be employed by the company.

Please complete the following details as a request to appoint the nominated individual as a Suitable Certifier. They will not be able to certify documents until they receive confirmation of this appointment.

Individual's Full Name	<input type="text"/>	
Specimen Signature	<input type="text"/>	
Passport Number	<input type="text"/>	(Certified* copy of Passport to be included)
Full Residential Address	<input type="text"/>	(We are unable to accept a PO Box address as a residential address for the purposes of appointing Suitable Certifiers.)
		Please include one of the following: utility bill, employer letter, tenancy contract, driving licence (must include residential address, residence visa (Middle East only))
IFA Company Name	<input type="text"/>	
IFA Company Number (FPIL Number)	<input type="text"/>	
Terms of Business Date	<input type="text"/>   <input type="text"/>   <input type="text"/>	
Authority delegated by (full name)	<input type="text"/>	
Signature	<input type="text"/>	
Position within company	Director/Principal (delete as appropriate)	
Date of delegated authority	<input type="text"/>   <input type="text"/>   <input type="text"/>	

\* The supporting documentation must be certified either by a Notary Public, lawyer, employee of FPIL or the Director/Principal delegating the authority.

---

## Part 2

# Suitable Certifier Appointment Confirmation

Suitable Certifier

Company

Friends Provident International Limited (FPIL) is pleased to confirm your appointment as a Suitable Certifier.

Under this appointment, provided you have seen the original you may certify as a true copy any supporting identification documentation you have seen in connection with an application for an FPIL Policy and pass on the certified copies to FPIL. You are required to verify the identity of ALL applicants and other parties to the application.

In undertaking this function you agree to apply the requirements of the Isle of Man Financial Services Authority's Anti-Money Laundering and Terrorist Financing regulations and supporting Guidance Notes, a copy of which is available on their website, and any subsequent revisions.

### Responsibilities of a Suitable Certifier

Where you have obtained the information in relation to an application you must either:

- a sign and date each copy document, write your name in block capitals underneath your signature and include a statement to the effect that "this document is a true copy of the original"; or
- b write and sign a covering letter attaching the certified copy documents and confirming that they are true copies of the originals. The covering letter should also make reference to each document attached.

Your appointment as a Suitable Certifier will be terminated under the following circumstances:

- a Written confirmation from FPIL.
- b Should you cease to work for the Company.
- c Should the Terms of Business with the Company be suspended or terminated for any reason.
- d Failure to correctly certify documentation or the provision of incorrect information.
- e Failure to provide any documentation or a specimen signature during the on-going checks which we are obliged to conduct on all suitable certifiers.

Date of appointment

Signed on behalf of FPIL

Friends Provident International Limited (FPIL) is required to hold on file documentary evidence relating to the identity of our policyholders. Where a copy of an original document is received FPIL may rely on an independent certification of the document as a true copy of the original.

The certification may be provided by:

- Notary Public, lawyer or advocate
- Regulated Introducer
- Employee of FPIL
- An individual appointed in writing by FPIL to undertake this task (Suitable Certifier).

## Why should I apply to FPIL to be appointed as a Suitable Certifier?

This would enable you to certify supporting documentation to an application for an FPIL policy.

## How do I apply to be a Suitable Certifier?

Please complete a Suitable Certifier application form (see Part 1) and return to our Broker Services Department.

## What documentation will be required?

We will require a certified copy of your passport, including signature certified evidence of your residential address. This supporting documentation must be certified either by a Notary Public, lawyer, employee of FPIL or the Director/Principal delegating the authority.

The appointment of an individual as a Suitable Certifier will not take effect until:

- written confirmation of the appointment has been received from FPIL.
- FPIL standard Terms of Business have been signed.

## What is the best method for the appointment process?

Where you wish to apply for the appointment of more than one certifier within your Company, the Director/Principal must authorise each appointment request by delegating the authority to the named individual directly.

## What if I don't apply?

All supporting documentation will require certification by a Notary Public, lawyer, advocate, FPIL employee or an existing Suitable Certifier. We will not be able to invest or issue the policy until this has been received. This may lead to delays in processing the business you provide to us.

## How will I receive notice of my appointment?

FPIL will write to you with confirmation of each individual appointment as a suitable certifier once the application form and supporting documentation have been received. (For your information a copy of the appointment letter is included as Part 2.) As part of the appointment process it may be necessary to reconfirm our standard terms of business before the appointment can take effect. FPIL will contact you on receipt of the application if this is necessary.

## Who can I talk to if I have any additional questions?

Should you have any questions relating to this form (or when certifying copies of documentation) then you may contact our Broker Services Department:

### Middle East

dubaiagencycommissions@fpinternational.com  
+971 436 2800

### Rest of World

GM-ROWBrokerservices@friendsprovident.co.uk  
+44 1624 821 148

## Data Privacy

We take the responsibility of handling your personal data very seriously and we will only ask you for details required to process your requests to us. Please be aware of our privacy policy – please visit [www.fpinternational.com/legal/privacy-and-cookies](http://www.fpinternational.com/legal/privacy-and-cookies) to view the full policy, or this can be provided on request from our Data Protection Officer.

**Friends Provident International Limited:** Registered and Head Office: Royal Court, Castletown, Isle of Man, British Isles, IM9 1RA. Isle of Man incorporated company number 11494C. Authorised and regulated by the Isle of Man Financial Services Authority. Provider of life assurance and investment products. **Singapore branch:** 182 Cecil Street, Level 17 Frasers Tower, Singapore 069547. Registered in Singapore No. T06FC6835J. Licensed by the Monetary Authority of Singapore to conduct life insurance business in Singapore. Member of the Life Insurance Association of Singapore. Member of the Singapore Financial Dispute Resolution Scheme. **Hong Kong branch:** 803, 8/F., One Kowloon, No.1 Wang Yuen Street, Kowloon Bay, Hong Kong. Authorised by the Insurance Authority of Hong Kong to conduct long-term insurance business in Hong Kong. **Dubai branch:** PO Box 215113, Emaar Square, Building 6, Floor 5, Dubai, United Arab Emirates. Registered in the United Arab Emirates with the UAE Insurance Authority as an insurance company. Registration date, 18 April 2007 (Registration No. 76). Registered with the Ministry of Economy as a foreign company to conduct life assurance and funds accumulation operations (Registration No. 2013). Friends Provident International is a registered trademark and trading name of Friends Provident International Limited.