Certification of documents

Nucleus client relations, PO BOX 26968, Glasgow G2 9DY.

If you've any questions, please contact our client relations team on 0131 226 9535 or email client.relations@nucleusfinancial.com.

This guidance refers to external (predominantly legal) documentation and not forms available in the Nucleus library.

There are many instances where providing original documentation isn't practical. So we can accept certified copies of documents as long as the following certification guidelines are met.

Example certification

I hereby certify this to be a true copy of the original.

Signed by: *Adam Smith* Dated: 28 March 2024

ADAM SMITH, Financial Adviser, ABC Adviser Company Limited

All copy documents must be certified as a true copy of the original and the name of the person certifying must be clearly and legibly printed. The capacity under which the suitable certifier is signing must be provided. All documents must be certified once with an original wet signature.

Suitable certifiers

- 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 FCA authorised financial adviser.

Points to note

- If there's a document with multiple pages e.g. a Will, we can accept the certification on the first page unless the document relates to an Offshore Bond application. In this case RL360 requires the certifier to sign and date the copy document on all pages.
- We can't accept a certified copy of a certified copy – the certified copy must be based on the original document.
- When photocopying any document please ensure the photocopy is true to size. We're unable to accept copies reduced in size. You should also ensure the copy is legible.

We can accept either an original or a certified copy of the following documents

- Authorised signatory list.
- Birth certificate.
- Court of protection.
- Death certificate.
- Deed poll (change of name).
- Fixed/individual/enhanced protection certificate.
  - Please note that for clients who have an electronic protection certificate we can accept a screenshot of their HMRC record.
- Grant of Probate (or Grant of Confirmation in Scotland) (Certified copy of original sealed document).
- Interim death certificate (this is issued when the cause of death is being established by a coroner)
- Last Will.
- Marriage certificate.
- Pension sharing order and annex.
- Power of attorney.
- Trust deed (excluding Nucleus trust deeds).

When sending certified documents to us, these can only be accepted in the post or via Jira messaging. Please don't send these to us by email as they'll be rejected.

For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 0131 226 9535, or via the Relay UK service on 18001 0131 226 9535.

0131 226 9535 client.relations@nucleusfinancial.com www.nucleusfinancial.com

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