

HSBC Safeguard

# Certified Document Guidance

## General Guidance in obtaining certified documents

HSBC requires original, wet ink certification (including certifying photocopied documents) be obtained by using the following Professionals:

1. Officer, Vice President of a bank or any HSBC employee (additional charge may apply)
2. A lawyer, notary public, accountant or actuary who is a member of a recognized body
3. A Member of the judiciary or a senior civil servant
4. An officer of an embassy, consulate, high commission of the country of issue
5. A person certifying the documents must include the following details on all the documents they certify:
  - Signature and date
  - Name and address printed clearly in BLOCK CAPITALS, and professional position or capacity, e.g. lawyer
  - A statement that says “I have seen the original document and I certify that this is a complete and accurate copy of the original.”