

Documents

Please bring the original documents to the Cashier at:

ICBC (London) plc
81 King William Street
London
EC4N 7BG

Our business hours: Monday-Friday 9.30 – 4pm.

If this is inconvenient, please post the certified copies. To certify the original document, please see the rules below.

Certification rules

We can accept original certified copies that bear the original signature and have been certified by one of the following:

- Certified practising Lawyer (must state practicing licence number); or
- Public Notary; or
- Certified Accountant (must state practicing licence number); or
- Member of an FCA Regulated Firm (that can be identified from the FCA's financial services register); or
- Director or manager of an authorised credit or financial institution (the institution can be identified from the FCA's financial services register); or
- Embassy, consulate or high commission officer in the country of issue

The wording used for certification must state: ***“I certify this to be a true copy of the original, which has been seen by me”***.

It should also include the following information:

- Signature and date;
- Certifier's full name must be in BLOCK CAPITALS;
- Job title/professional capacity
- The official company/institutional stamp must be clearly impressed. The address and telephone number must be provided.

Documents that have not been certified correctly will not be acceptable. For example a certified copy of an already certified copy are not acceptable, as this means the original copy has not been sighted.