



ECOSYN FOUNDATION

CERTIFICATION AND IDENTIFICATION DOCUMENT

Identity verification and certified document requirements

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This document is intended as an internal governance and operational document of ECOSYN Foundation. Where this document conflicts with the Articles of Association, applicable law, a board resolution, or a mandatory instruction of a competent authority, the higher-ranking document or law prevails.

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1. Purpose

This document sets out the identity verification requirements used by ECOSYN Foundation when onboarding members, donors, partners, project participants, contractors, authorised representatives, or other persons whose identity must be verified for governance, compliance, risk management, anti-fraud, anti-money-laundering, sanctions-screening, or document-control purposes.

The aim is to ensure that ECOSYN Foundation can identify the persons with whom it interacts, verify the authenticity of key identity documents, reduce fraud risk, and maintain a reliable audit trail.

2. Scope

- 2.1** This document applies to all natural persons who are required by ECOSYN Foundation to provide identity information or proof of identity.
- 2.2** It also applies to representatives of legal entities, donors, grant recipients, project partners, suppliers, signatories of contracts or declarations, and persons receiving ECOSYN Foundation documents or credentials.
- 2.3** This document does not replace mandatory checks required by banks, notaries, public authorities, payment service providers, regulated institutions, or competent supervisory bodies.

3. Accepted identification documents

- 3.1** The preferred identification documents are a valid passport, national identity card, residence permit, or another official government-issued identity document containing a photograph, full legal name, date of birth, document number, nationality, expiry date, and signature where applicable.
- 3.2** A driving licence may be accepted only as supplementary identification unless applicable law, the relevant authority, or ECOSYN Foundation expressly permits its use as a primary identification document for a specific purpose.
- 3.3** Expired documents, altered documents, unclear scans, cropped images, screenshots, heavily compressed images, or documents with hidden security features may be rejected.

4. When a certified copy is required

- 4.1** ECOSYN Foundation may accept a simple, non-certified copy for low-risk internal administrative purposes where the person is already known to the Foundation and no legal, financial, cross-border, sanctions, security, or reputational risk is identified.
- 4.2** A certified copy is normally required where the person is not known to ECOSYN Foundation, where documents are used for formal admission, appointment, authorisation, representation, financial administration, grant administration, contract execution, or where enhanced due diligence is required.
- 4.3** A certified copy is also required where the document originates from, or the person is resident in, a jurisdiction that requires enhanced review under the Foundation's sanctions, restricted-jurisdiction, or risk-management procedures.
- 4.4** ECOSYN Foundation may request live video verification, an original document inspection, additional proof of address, proof of authority, or notarised/legalised documents whenever this is proportionate to the risk.

5. Who may certify a copy

A copy may be certified by one of the following persons or bodies, provided that the certifier is independent, identifiable, and authorised or professionally recognised in the relevant jurisdiction:

- 5.1** civil-law notary, notary public, or equivalent public officer.
- 5.2** lawyer, solicitor, advocate, or other regulated legal professional where local law permits certification.
- 5.3** court official, member of the judiciary, or authorised public administration officer.

- 5.4** municipality, town hall, senior civil servant, police station, embassy, consulate, or high commission.
- 5.5** bank, regulated financial institution, or other regulated professional institution with document-certification procedures.
- 5.6** commissioner for oaths, justice of the peace, or equivalent office where recognised.
- 5.7** post office or other public certification service where this is accepted practice in the country concerned.

This list is not exhaustive. ECOSYN Foundation may accept or reject a certifier after reviewing the country, document type, purpose, risk level, and ability to verify the certifier.

6. Certification wording and format

- 6.1** The certification must contain wording substantially equivalent to: “Certified true copy of the original document seen by me”.
- 6.2** The certification must include the certifier’s full name, professional capacity or official function, signature, date of signature, full contact details, registration number where applicable, and official stamp or seal where available.
- 6.3** The certification should be placed on the same page as the copy of the identity document. Where several pages are used, they must be securely attached, sealed, stamped, or otherwise clearly linked together.
- 6.4** Where the holder’s current signature is not visible in the document, or the signature has changed, ECOSYN Foundation may require the holder to sign the copy in the presence of the certifier and the certifier to add: “Signed in my presence”.

7. Quality and validity requirements

- 7.1** the photograph must be clear and recognisable.
- 7.2** all text, numbers, machine-readable zones, dates, signatures and stamps must be readable.
- 7.3** all edges of the document must be visible.
- 7.4** the document must be valid on the date the copy is made.
- 7.5** no information may be obscured unless ECOSYN Foundation has approved redaction in advance.
- 7.6** the copy must not contain visual signs of alteration, manipulation, digital editing, or unauthorised masking.

8. Translations and name differences

- 8.1** If the document is not in English or Dutch, ECOSYN Foundation may request a certified translation or an explanation of relevant fields.
- 8.2** If the person’s current name differs from the name in the identity document, ECOSYN Foundation may request a certified copy of a marriage certificate, name-change certificate, civil registry extract, court decision, or equivalent document.

9. Enhanced due diligence

- 9.1** Enhanced due diligence may include additional identity documents, proof of address, source-of-funds or source-of-wealth information, proof of authority to represent a legal entity, screening against sanctions lists, adverse-media screening, or verification through a trusted third-party provider.
- 9.2** Enhanced due diligence is mandatory where ECOSYN Foundation identifies elevated fraud, money-laundering, terrorist-financing, sanctions, corruption, human-rights, security, or reputational risk.

10. Data protection and retention

- 10.1** Identity documents and certification records are processed only for legitimate compliance, governance, security, contractual, legal, or administrative purposes.
- 10.2** Access to identity documents is restricted to authorised persons who need the information for their role.
- 10.3** Copies are stored securely and retained only for as long as necessary for the relevant purpose, legal obligation, audit requirement, dispute handling, or limitation period.
- 10.4** Where possible, ECOSYN Foundation applies data minimisation, encryption, access logging, and secure deletion procedures.

11. Refusal, re-submission and questions

- 11.1** ECOSYN Foundation may refuse a certified copy if the document is unclear, incomplete, expired, inconsistent, unverifiable, issued by an unacceptable certifier, or otherwise unsuitable for the intended purpose.
- 11.2** Where a document is refused, ECOSYN Foundation may request a new copy, additional supporting documents, live verification, or original document inspection.
- 11.3** Questions about the correct form of certification should be submitted to ECOSYN Foundation before a person incurs certification costs.

12. Final provisions

- 12.1** This document enters into force after approval by the authorised body of ECOSYN Foundation.
- 12.2** ECOSYN Foundation may update these requirements at any time to reflect changes in law, risk, technology, operational practice, or official guidance.

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