



**BOND, PASSPORT, 1st page of the Passco
ON TOP OF NEWSPAPER**

**PLEASE CIRCLE DATE OF NEWSPAPER
IN BLUE FELT TIP PEN**

**HAND SIGN THE PAPER NEAR THE CIRCLED DATE
IN BLUE FELT TIP PEN**

REMEMBER TO HOLD THE

BLUE FELT TIP PEN

IN or UNDER THE

HAND HOLDING THE PASSPORT

**POL PHOTOGRAPH should be high resolution
(10 megapixels minimum)**

**Make sure all dates and Bond numbers are clear
and easy to read.**

Make 2 POLs - One front of bond, one back of bond

TWO POLS ARE NEEDED: ONE WITH FRONT OF BOND and ONE WITH BACK OF BOND.

The **POL (PROOF OF LIFE)** confirms that the package is current and that it is actually completed by the Bond Owner. The person holding the bonds must be the same person as the passport signatures in the KYC. The POL must be created with a newspaper dated the same date as the KYC.

Proof of Life Photo Requirements:

1. Owner's face to top of head. (If Passport does not have glasses, please do wear for photo.)
2. 'Major' Newspaper - that is "On Line" with the **Date circled in Blue Felt Tip Pen.**
Make sure that the name of newspaper, the top headlines and the date of newspaper are clearly showing.
4. Bondholder must **sign the newspaper next to date in Blue Felt Tip Pen.**
5. Full Bond (Front) showing all 4 Corners and the Bond number and coupons.
6. First page of Passco or Scrippass or for Perito, the page which shows the Bond Number.
Make sure that authentication report Number, date of report & Bond number are showing and readable.
7. Owner's Passport fully open to the page of the Photo and identification information.
8. Blue Felt Tip Pen (which was used for Signatures in the KYC and the POL) must be held between the fingers of the hand holding the passport in the photo. Please do not allow the pen to cover passport details.

For more than 1 Bond:

Make an extra Photo with all the bonds (laid out or fanned out) with same Newspaper, Passport, include all Bonds (including the Bond of the POL) with Bond numbers visible, and the authentication reports (see point 6 above). Then do the same with the backs of the bonds.

Bonds in Safekeeping (SKR) and Bonds not available for photo:

In the POL, replace the SKR for the bond, and also include the authentication report, if that is available.

TIPS: How to take a Perfect Photo which will be accepted

Make sure bond, Passco(etc), first page & passport are FLAT against newspaper. **You can use clips for this.**

Hold the documents in front of you, keeping newspaper flat.

Photograph directly, not from an angle. Make sure that any flash does not wash out the details.

Fill the photo area as completely as possible and photograph in "portrait" style not "landscape."

MOST IMPORTANT: THE BOND NUMBERS AND NEWSPAPER DATE MUST BE IN FOCUS, PLEASE CHECK THIS CAREFULLY. (The face can be slightly out of focus.)

Photograph the POL in high resolution.... 10 megapixels minimum.