



**NOTARIZATION FORM**

BANK USE ONLY			
Branch:		Date:	
CIF/PIF #:			

Please review the information below and indicate correctness and acceptance by signing in the space(s) provided.

This form ("The Notarization" or "Notarization") must be used by Bank of Saint Lucia ("BOSL" or "The Bank") customers or individuals who intend to submit any of The Bank's various application forms to The Bank via mail (postal/courier service), third party, or e-mail.

**General Information regarding this form:**

- (1) A **notary** must fill all applicable sections of The Notarization and then affix his/her stamp or seal and signature to it accordingly.
- (2) The individual(s) to whom The Notarization pertains, must submit the completed (stamped/sealed and signed) Notarization to The Bank, accompanied by the document(s) with which it is intended to be associated.
- (3) The Notarization and accompanying document must be submitted to The Bank as follows:
  - (a) **In person** to your preferred BOSL branch, where The Bank will continue the process with which The Notarization is associated.
  - (b) Via a courier service, postal mail, or other third party.
  - (c) Via **e-mail** as a scanned attachment to [onlinesupport@bankofsaintlucia.com](mailto:onlinesupport@bankofsaintlucia.com), using an e-mail address that you provided to The Bank previously.
- (4) If you require assistance in completing The Notarization, please:
  - (a) Contact a BOSL branch in person or
  - (b) Call BOSL's Customer Support Centre at the local number 1 (758) 456-6999. Customers calling from international numbers can call 1 (305) 501-2931 or
  - (c) E-mail The Bank at [onlinesupport@bankofsaintlucia.com](mailto:onlinesupport@bankofsaintlucia.com)
- (5) You may download a copy of The Notarization from the BOSL website at <https://www.bankofsaintlucia.com/>.

**(\* Throughout this document denotes required information.**

**A. ASSOCIATED DOCUMENT DETAILS**

- \*Type of document(s) for Notarization:  NEW ACCOUNT APPLICATION  ACCOUNT INFORMATION UPDATE  NEW CUSTOMER APPLICATION  CUSTOMER INFORMATION UPDATE
- NEW SERVICE APPLICATION (SAFE BOX, STANDING ORDER, WIRE TRANSFER, ETC.)  SERVICE UPDATE  OTHER:

**B. PRIVACY & CONSENT**

In completing The Notarization for submission to BOSL, you acknowledge that BOSL is likely to collect and use some of your personal and non-personal information including details about your notarization (referred to collectively as "Information" or "Data") as explained in summary below. For further information regarding **privacy** and **consent**, please visit any BOSL branch or the BOSL website at <https://www.bankofsaintlucia.com/>.

**How BOSL uses your Information:**

BOSL may collect your Information:

- (1) To assist in verifying information supplied by you;
- (2) To perform administrative and operational tasks required by BOSL's internal and external regulators. These tasks include but are not limited to risk management, reporting, systems development and testing, credit assessments, staff training, and market &/or customer satisfaction research);
- (3) To prevent or investigate any fraud or crime (or a suspected fraud or crime); and
- (4) As required by relevant laws, regulations, codes and external payment systems inside and outside of Saint Lucia's jurisdiction.

**Absence of relevant personal information**

If you do not provide some or all of the Information requested, BOSL may **not** be able to provide its service(s) to the individual(s) associated with The Notarization.

**Consent to Disclosure of your Information by BOSL** (\*Please place a checkmark (✓) or x) in the checkbox below to indicate acceptance.)

- When you submit this Notarization, you consent to:
- (1) BOSL collecting your information to enable it to provide its services to the individual(s) to whom The Notarization pertains;
  - (2) BOSL disclosing your information in part or full as applicable to:
    - (a) Service providers contracted/engaged by BOSL to facilitate BOSL dispensing its obligations to the individual(s) to whom The Notarization pertains;
    - (b) Any branch, subsidiary, affiliate or agent of BOSL, including its employees, auditors and legal advisors;
    - (c) Parties to whom BOSL is authorized, obligated by law, or compelled by court order to disclose information;
    - (d) Your authorized agents, executor, administrator, or legal representative;
    - (e) Any person where, in BOSL's view, the disclosures are essential or desirable for the purpose of allowing BOSL to discharge its duties and exercise its powers and rights under The Bank's general disclosures and mandates.

**C. AUTHORIZATIONS, AGREEMENTS, AND DECLARATIONS** (\*Please place checkmarks (✓ or x) in the checkboxes below to indicate acceptance.)

**To Bank of Saint Lucia (The Bank)**

- By signing and affixing my stamp or seal to The Notarization, I hereby certify that:
- (1) The individual(s) indicated below personally appeared before me and is/are known to me personally or through the presentation of valid government-issued identification(s).
  - (2) The individual(s) whose name(s) is/are indicated below signed or attested before me, on the date(s) indicated on the document to which The Notarization applies.

**D. NOTARIZATION DETAILS** 1. \*Please list the *full names* of the signatories on the document(s) listed in **Section A**.  
2. \*Utilise "N/A" for any unused spaces associated with your Notarization.

**NOTARIZATION 1 DETAILS**

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

_____ Notary 1 Stamp/Seal	_____ Notary 1 Signature	_____ Date (mmmm/dd/yyyy)
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**NOTARIZATION 2 DETAILS**

1. _____	2. _____
3. _____	4. _____
5. _____	

_____ Notary 2 Stamp/Seal	_____ Notary 2 Signature	_____ Date (mmmm/dd/yyyy)
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**NOTARIZATION 3 DETAILS**

1. _____	2. _____
3. _____	4. _____
5. _____	

_____ Notary 3 Stamp/Seal	_____ Notary 3 Signature	_____ Date (mmmm/dd/yyyy)
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**BANK USE ONLY**

Received by: _____	_____	_____	_____
Initials	Name	Signature	(mmmmm/dd/yyyy)

Verified by: _____	_____	_____	_____
	Name	Signature	(mmmmm/dd/yyyy)