

## ID VERIFICATION

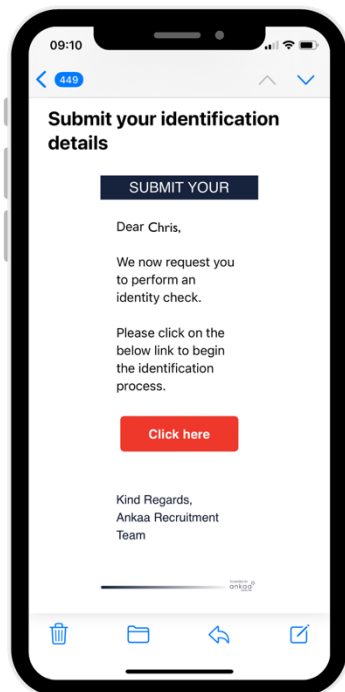
We have written previously about adding ID Verification into the hiring process to comply with the increasingly strict regulations surrounding Know Your Client (KYC), Anti Money Laundering (AML), Counter Terrorist Financing (CTF), fraud protection as well as anti-bribery and corruption legislation.

Your employer must be able to prove your identity and ensure you are not flagged on any global sanction lists. This allows the employer to fully demonstrate fiduciary compliance using tools which are becoming increasingly common in banking. We do appreciate it is highly unlikely you will appear on a sanctions list or have a forged identity document; however, we are only following the latest protocols around money transfers.

The process is one time and will not have to be completed again until your document expires.

We have partnered with IDNow, who are a European Company and are leaders in the field of secure online ID verification with banks such as N26, AIB, Solaris Bank, Bank of Scotland, BNP Paribas, Commerzbank and Raisin UK.

### The Process is simple and quick



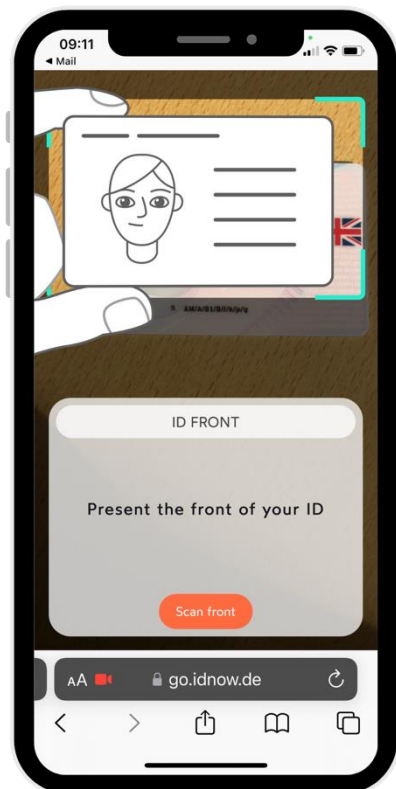
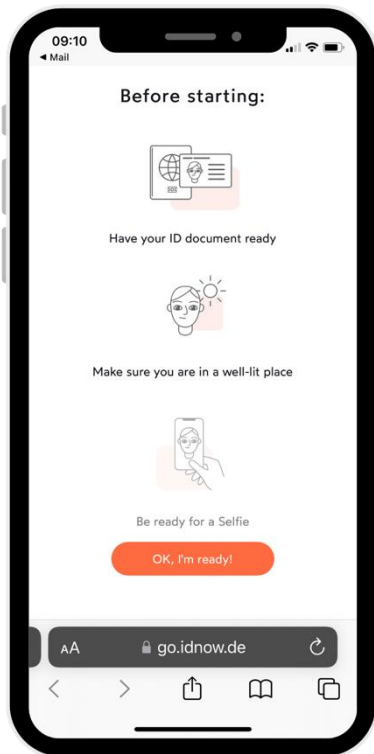
## STEP 1:

You will be sent a link via email. Click on the red box.

## STEP 2:

Ensure you're ready and have your documents with you.

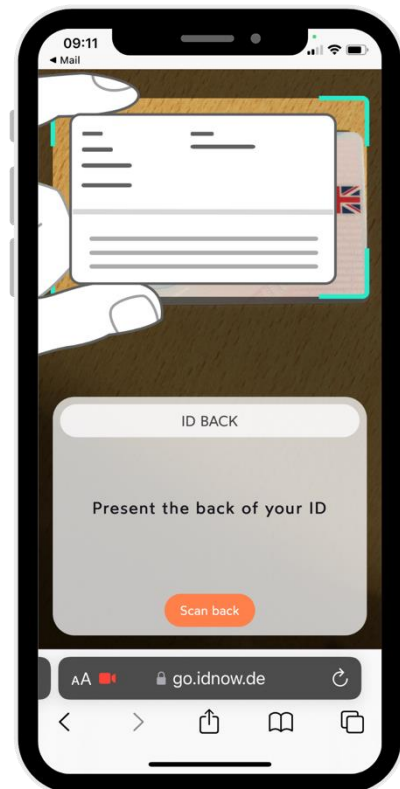
You will require either your valid passport or valid driving license.



## STEP

Present

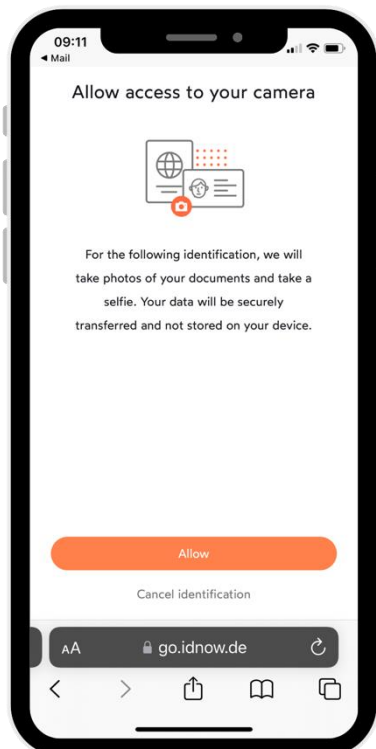
(We used also use



3:

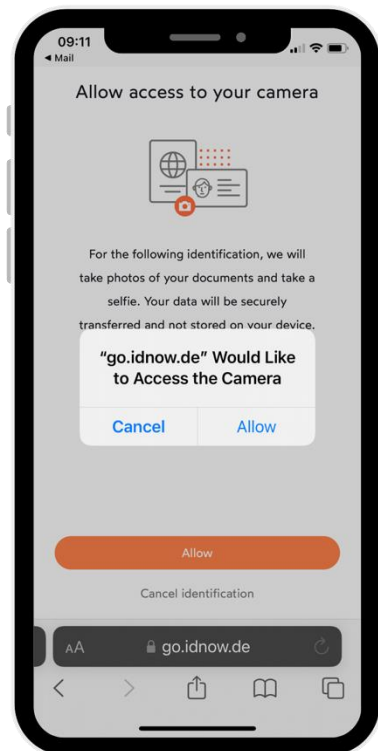
the front and back of your ID Document.

a driving license here, but you can use your passport.)

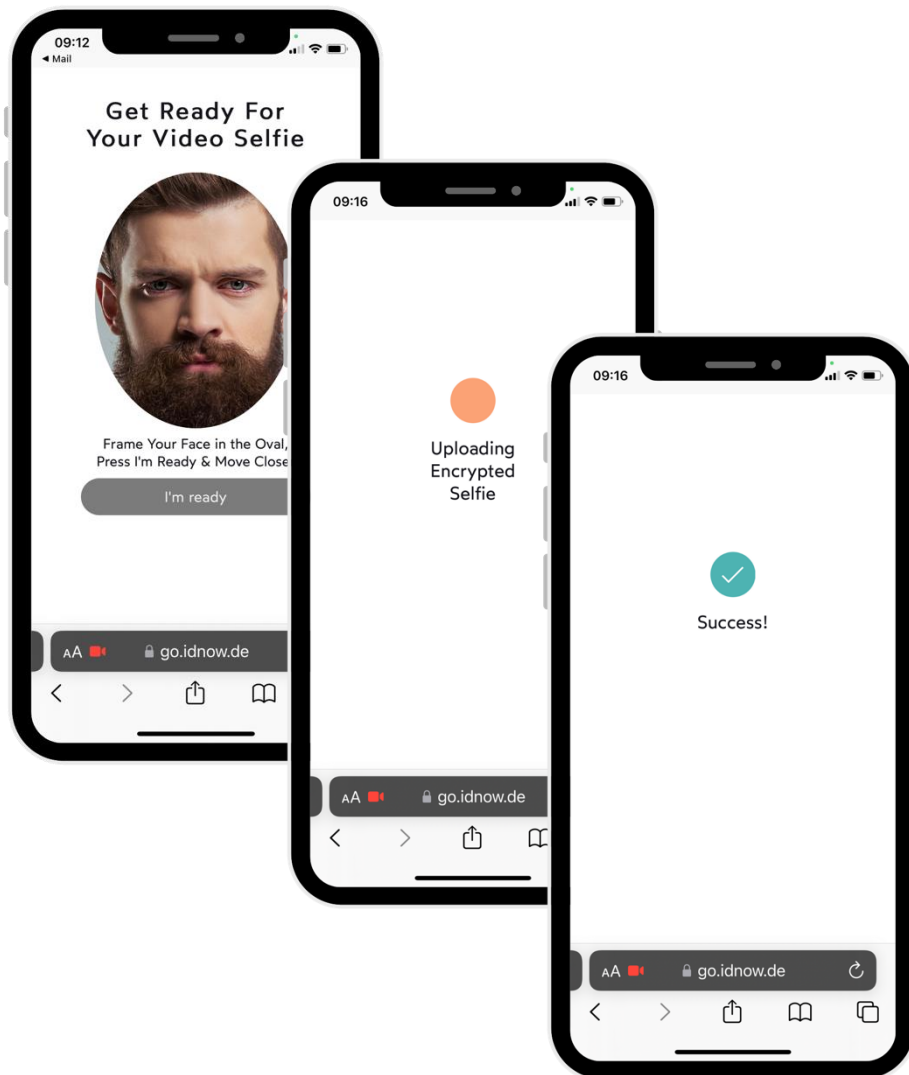


## STEP 4:

Allow  
camera to

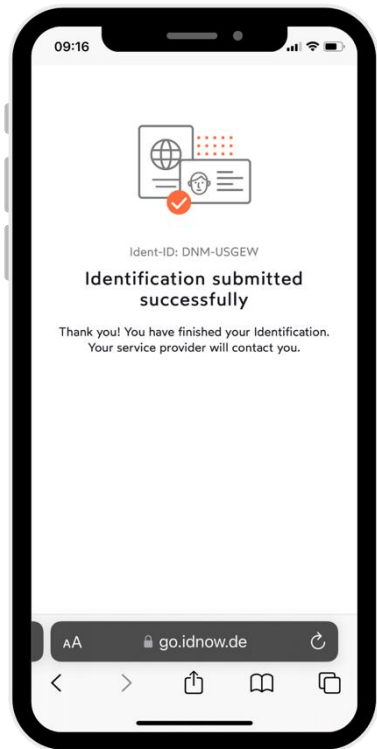


IDNow access to your forward-facing  
take a selfie!



## STEP 5:

Take a video selfie, make sure you have enough light, and your face fills the oval.



## YOU'RE FINISHED!

And that's it! Once you've completed these steps your information will be sent with end-to-end encryption and cross referenced. Once verified your Recruitment consultant will be notified and your contract can be finalised.

## **FAQs**

### **What is ID Verification?**

ID Verification is the process to confirm that your ID document, such as a passport or driving license is genuine.

### **Why do you need to complete ID Verification?**

Banking compliance is becoming even stricter and in Guernsey, the GFSC (Guernsey Financial Services Commission) is now insisting on having a process in place to ensure the identity of people receiving payments via the island. In addition, we often do not see or meet you in person. The identity check further reduces the possibility of fraud and provides comfort to clients that we know who our seafarers are. Personnel employed direct by CMR will therefore follow the same process.

### **How do you verify your ID?**

It's a very simple process. Once you have been selected for hire the system will invite you to complete an ID verification via email. A link will be sent to you which you click on and follow the steps on screen. It can be completed on a mobile or computer, you will need to have your ID document in your possession to complete the process. The process is much easier to complete on a smart phone.

### **How often do you need to verify your ID?**

You only need to go through this process once for the validity period of your document. For example, if you have 6 years left on your passport then you will not need to go through this process again until you get a new passport.

### **What do you need to go through the verification process?**

- Your ID document – passport or driving license.
- A mobile, tablet or computer with a camera that is connected to the internet.
- Yourself – be ready for a selfie.

### **What if you don't want to be verified?**

If you do not want to go through the verification process, then we are unable to complete the hiring process.

### **Does everyone have to get verified?**

Yes, everyone who goes on contract with CMR or MMG will need to be verified.

### **I've been working for you for years, why do I have to get verified?**

As part of the stricter legislation which the authorities require and dictate, the employer will need to be able to demonstrate that the identity check has been undertaken. This is not negotiable, and the rules set by the financial authorities.

### **I can't find my ID document; can I do this later?**

The sooner you complete the ID verification, the sooner we can get you on board!

### **Is there any other way you can verify your ID?**

This is the only way that we can verify your documents.

**How secure is the process?**

IDNow is an AML Act-compliant identity verification process that meets high-security requirements, serving a wide range of uses in both highly and less highly regulated industries. Whether opening a bank account, signing a loan agreement, or onboarding a player – you name it, IDNow is ready for anything.