

Re-Give Global – Identity and Authority Verification Process

INSTRUCTIONS TO LEGAL ADVISERS FROM THE FOLLOWING COUNTRIES ONLY *

Australia	Iceland	Norway
Austria	Ireland	Portugal
Belgium	Israel	San Marino
Canada	Italy	Singapore
Cyprus	Japan	Slovak Republic
Czech Republic	Korea	Slovenia
Denmark	Latvia	Spain
Estonia	Lithuania	Sweden
Finland	Luxembourg	Switzerland
France	Malta	Taiwan Province of China
Germany	Netherlands	United Kingdom
Greece	New Zealand	United States
Hong Kong SAR		

If your law firm is not registered and regulated in any of the countries listed above, please **DO NOT** follow the instructions below, instead contact Re-Give by sending an email to nexus@regive.org

Introduction

Re-Give is an online global social impact platform operated by Re-Give Global, which is a company limited by guarantee incorporated in England and Wales with registered number 08618502. Amongst other services, it enables individuals and organisations to raise money directly from the public.

To prevent fraud, identity theft, money-laundering and terrorist financing, Re-Give requires the personal identity and (if applicable) the authority to act on behalf of an organisation of all users who raise money to be independently verified and confirmed by regulated law firms.

You may, therefore, have been requested by a user of Re-Give to verify and confirm their identity and perhaps also their authority to act on behalf of an organisation and/or to convert a non-legally binding pledge made by them into a legally binding, enforceable agreement.

The term 'your client' in this document means the specific Re-Give user who consults you and who is seeking your assistance to get verified by you.

Your fees for this work (if any) are payable by your client, not by Re-Give.

First step: RG Nexus

If you have not done so already (and are from any of the countries listed above), then as a first step, please register your law firm with Re-Give as an approved verifier here: regive.org/nexus

Once your law firm is registered, you can log into your Re-Give Account with the login information sent to you by email to the authorised person at your firm.

Once logged in, you can select **RG Nexus** from the menu bar on the left of the page and follow the instructions to carry out the verification for your client.

Initial verification

Once you are logged into RG Nexus, the system will first ask you to type in your client's Re-Give ID number and also a random series of digit from the bank account that your client has already provided to Re-Give. If these do not match-up with the details on Re-Give, you will not be able to proceed with the rest of the verification process.

In such an instance, you should advise your client to ensure that they have the correct information. If they insist that they do, please ask them to contact Re-Give customer services (help@regive.org) to resolve the matter.

Primary verification

Please bear in mind that the purpose of this verification is to prevent fraud, identity theft, money-laundering and terrorist financing. With this in mind, please carry out all necessary checks to your full satisfaction to establish the identity of your client and (if applicable) their authority to act on behalf of the organisation they represent.

In doing this, please follow the customer due diligence (CCD) or similar legal requirements and procedures of your own regulatory/supervisory authority. Example:

<https://www.lawsociety.org.uk/support-services/advice/practice-notes/aml/customer-due-diligence>

Based on your jurisdictional CCD requirements and procedures and this document, please instruct your client regarding what ID and other documents they should bring with them when they consult you for verification purposes.

IMPORTANT

All identity and authority verification must be carried out only when your client is physically present and face-to-face with a person at your firm who is authorised by your firm (as per the requirements of your regulatory/supervisory authority) to carry out CCD work.

Re-Give requests that all verification work by your firm is carried out by a senior, authorised member of your firm who is fully conversant with your jurisdictional CCD requirements and procedures and has experience of working within AML and anti-fraud disciplines.

What needs to be verified

Irrespective of whether the client is a natural person acting for themselves or on behalf of an organisation, they must first verify their own personal identity (i.e. they must satisfy you fully and completely that they are who they say they are to the extent required by your regulatory/supervisory authority).

If the client is acting for an organisation, they must also provide:

- Verifiable evidence of the organisation's legal existence along with relevant registration numbers, details of officers, contact details (e.g. address, telephone, web URL, email, fax), etc.
- Verifiable evidence that they are authorised to act on behalf of this organisation.

Bank account details

- If the client is a natural person acting for themselves, they must provide verifiable evidence of their own bank account or if they are acting on behalf of an organisation, they must provide verifiable evidence of the organisation's bank account.

Completion and confirmation

Once you have carried out the verification work, you will have 3 choices (boxes to tick) to complete the process.

- Verification confirmed {enter unique code}
- Requires Enhance Due Diligence (EDD)
- Cannot verify {provide reasons}

If you select 'Verification confirmed' – you will be asked to type in a unique 5 digit code which will have been sent to you by Re-Give during your RG Nexus registration process. Please ensure that you type this in correctly as it serves as a digital signature from you to confirm that you have carried out the verification to the extent required by your regulatory/supervisory authority.

If you believe that further assessment is required before verification can be confirmed, you should select 'Requires Enhance Due Diligence (EDD)' – in which case Re-Give will refer the client to a specialist EDD firm.

If for any reason you are not satisfied with the verification – select 'Cannot verify' and give the reasons for this in the text area provided.

Legal Liabilities

Re-Give will not hold you legally liable for the verification confirmation you make to Re-Give through RG Nexus if you have fully and properly followed the customer due diligence (CCD) or similar legal requirements and procedures of your own regulatory/supervisory authority in relation to the prevention of fraud, identity theft, money-laundering and terrorist financing.

Legally binding agreements

If the client requests you to convert a non-legally binding pledge made by them into legally binding, enforceable agreement, please prepare this according to the normal practice in your jurisdiction and on a non-exclusive jurisdictional basis.

A non-legally binding pledge has a unique reference number, please ensure that this is stated and referred to appropriately in the new legally binding, enforceable agreement.

Once completed, please tick the relevant box and enter the relevant unique reference number into the appropriate section of RG Nexus to confirm that you have converted this non-legally binding pledge into a legally binding, enforceable agreement. Again, please type in your unique 5 digit code to confirm and digitally sign your action.

Copies of documents

Please keep clear and legible copies of all documents for your records and secure written consent from your client for you to make such records available to Re-Give if required. Please also list these documents in the relevant section on RG Nexus.

Thank you.

If you wish to discuss any aspect of this document or its content, please email nexus@regive.org

Re-Give Global
regive.org

* IMF Advanced Economies:
<https://www.imf.org/external/pubs/ft/weo/2015/01/weodata/weoselco.aspx?g=110&sg=All+countries+%2f+Advanced+economies>