SPECIAL POL INSTRUCTIONS FOR SKR.

POL IS NEEDED FOR EACH SKR

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 SKR must be the same person as the passport and signatures in the KYC.
The POL must be created with a newspaper dated the same date as the KYC.

STEP 1. CIRCLE DATE OF NEWSPAPER IN RED

STEP 2. HAND SIGN THE PAPER NEAR THE CIRCLED DATE IN BLUE INK

STEP 3: ARRANGE DOCUMENTS ON TOP OF NEWSPAPER

STEP 4: TAKE PHOTOS

POL PHOTOGRAPHS should be high resolution (10 megapixels minimum)

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

IMPORTANT DETAILS

- Use "Major Newspaper" that is **"On Line."**
  Name of newspaper, the top headlines and the date of newspaper must be clearly showing.
- Arrange the **SKR** and **PASSPORT** on top of and flat against the newspaper, using clips, if necessary
- Owner's Passport fully open to the page of the Photo and identification information.

TAKE A PERFECT PHOTO WHICH WILL BE ACCEPTED

Photo should show owner's face to top of head.
If glasses are not worn in passport photo, do not wear glasses in photograph.
Hold the arranged documents in front of you, with 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 with owner's head and documents.
Vertical photo usually works best, but use your own judgment depending on specific situation.

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

MOST IMPORTANT: The SKR, Passport, and Newspaper Date must be in focus.

PLEASE CHECK THIS CAREFULLY. *(The face can be slightly out of focus.)*