DOME

YUMKET
Manual Certification Guideline

Certification Process

Manual Onboarding

1.1. Introduction

As in the digital case, we also require that the natural person driving the onboarding process should be either a legal representative of the participant or a natural person who has been delegated by a legal representative at least the powers required to perform the onboarding process on behalf of the legal entity.

1.2. Authorization of an employee to perform the process of onboarding by a Legal Representative of the company.

The legal representative puts a handwritten signature in a document including the identification of the employee and describing the specific powers that the employee has: onboarding in DOME.

In addition, the legal representative provides the employee with an authentic document with the Powers of Attorney proving that the signer of the previous authorization document is a legal representative of the company.

1.3. Onboarding process in the DOME portal by an authorised employee.

The employee presents the document with the authorization, to prove that she has the power to act on behalf of the company for onboarding in DOME.

1.4. DOME Verification: Employee has the power to act on behalf of the company for onboarding

Verifications are manual: some employee of DOME has to perform, in a trusted manner, the following:

1.4.1.   Verify that the document with the Powers of Attorney is authentic (probably checking in the business registry of the country of incorporation of the company).

1.4.2.   Verify that the signature in the authorisation document corresponds to the legal representative (eg. is not a picture copied from another document). This is very difficult unless the legal representative is contacted directly by the DOME employee.

1.4.3.   Verify that the authorisation document is authentic (has not been tampered with since it was signed by the legal representative). This is very difficult because an unsigned PDF can be modified easily.

1.4.4.   Verify that the powers inside the document are the ones required to perform onboarding in DOME.

1.4.5.   Verify that the person trying to onboard is the same as identified in the authorisation document. The DOME employee has to request the national identity document of the employee and check against the authorisation document.

1.4.6.   Once verifications are done, the DOME employee has to enable access to the DOME onboarding portal to the company employee.

1.5.   The employee completes the onboarding process in the DOME portal

Filling forms in the DOME portal and uploading required additional documents.