

# EMAIL VERIFICATION CHECKLIST

## BASIC EMAIL CHECK

1. ☐ Is the sender's email domain spelled correctly (e.g., [@gov.bb](#), not [@gov-barbados.com](#))?
- ☐ Does the email match the tone and style of past correspondence from this sender?
- ☐ Are there any unexpected attachments, urgent threats, or suspicious links?

## PAYMENT & FINANCIAL REQUESTS

2. ☐ Did the email request a change to bank account details, payment method, or invoice recipient?
- ☐ Has this request been verified with a known contact—via phone call using an official number?
- ☐ Does the invoice or bank information match prior transactions or contract details?

## GOVERNMENT & REGULATORY EMAILS

3. ☐ Is the request coming from an official government domain (e.g., [.gov.bb](#), [.gov.jm](#))?
- ☐ Is there a legitimate reason for the urgency (e.g., upcoming filing deadline)?
- ☐ Can the document or request be confirmed on the official agency website?

## ADDITIONAL SAFEGUARDS

4. ☐ If the email is from a vendor or government agency, double-check the request by phone using a known contact.
- ☐ Forward suspicious emails to your IT/security contact before taking action.
- ☐ Flag any request that requires login or credentials—especially through unfamiliar links.

**When in doubt, verify out-of-band.**

Never approve financial or regulatory changes  
based solely on email.

# ABOUT US

Stratos Cyber is a leading innovator in cybersecurity, dedicated to helping businesses navigate an ever-evolving digital threat landscape.

Headquartered in Canada with a global reach, we specialize in delivering tailored security solutions that empower organizations to safeguard their digital assets, maintain compliance, and build resilience against future threats.

With a strong focus on innovation and governance, we leverage cutting-edge technology and a proactive approach to ensure our clients thrive in today's connected world.

## **Email**

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## **Telephone**

+1 514 299 2015

## **Website**

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