

# Certification of Documents



## Customer Identification

To comply with our obligations under Anti-Money Laundering and Counter-Terrorism Financing legislation, we must collect certain information about each investor. In some cases, the information must be supported by a "certified copy" or "certified extract of an identification document"

A certified copy is a document that has been certified as true and correct copy of an original document.

A certified extract is an extract of a document that has been certified as a true copy of the relevant information contained in the original document. We can only accept the original certified copy itself; we cannot accept faxed or scanned versions of certified copies.

### Certifying documents

A certified document is a copy of an original document such as a birth certificate, marriage certificate or proof of identity that has been authorised (or stamped) as being a true copy of an original by one of the persons listed below.

The person certifying the document must include the following information on the photocopy:

*"I certify that this is a true and correct copy of the original document produced to me."*

Signature of the certifier

Full name of the certifier

Occupation, qualification or registration number of the certification

Date of certification

### Who can certify?

#### In Australia

Legal	<ul style="list-style-type: none"> <li>▪ solicitor or barrister (that is, a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described))</li> <li>▪ a judge of a court / a magistrate</li> <li>▪ a chief executive officer of a Commonwealth court</li> <li>▪ a registrar or deputy registrar of a court;</li> <li>▪ a notary public</li> <li>▪ bailiff</li> <li>▪ clerk of the Court</li> <li>▪ Commissioner for Affidavits.</li> <li>▪ Commissioner for Declarations</li> <li>▪ Master of a court</li> <li>▪ Justice of Peace</li> </ul>
Police and Australian Defence Force	<ul style="list-style-type: none"> <li>▪ police officer</li> <li>▪ Sheriff or Sheriff's officer</li> <li>▪ Member of the Australian Defence Force who is an officer, a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with two or more years of continuous service,</li> <li>▪ A warrant officer (within the meaning of the Defence Force Discipline Act 1982)</li> </ul>
Accountant	<ul style="list-style-type: none"> <li>▪ member of the following institutions with 2 or more years of continuous membership:                             <ol style="list-style-type: none"> <li>i. Chartered Accountants Australia &amp; New Zealand</li> <li>ii. Certified Practising Accountants Australia</li> <li>iii. National Institute of Accountants</li> <li>iv. Association of Taxation and Management Accountants</li> <li>v. Fellow of the National Tax Accountants' Association</li> </ol> </li> </ul>
Post Office	<ul style="list-style-type: none"> <li>▪ an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public</li> <li>▪ a permanent employee of the Australian Postal Corporation with 2 or more years of continuous service</li> </ul>
Financial corporations (Bank, Building Society, Credit Union)	<ul style="list-style-type: none"> <li>▪ an officer with 2 or more continuous years of service with one or more financial institutions</li> <li>▪ a finance company officer with 2 or more continuous years of service with one or more finance companies</li> <li>▪ an officer, or authorised representative of, an Australian financial services licence holder, having 2 or more continuous years service</li> </ul>
Health professionals	<ul style="list-style-type: none"> <li>▪ Chiropractor</li> <li>▪ Dentist</li> <li>▪ Medical practitioner</li> <li>▪ Nurse</li> <li>▪ Optometrist</li> <li>▪ Pharmacist</li> <li>▪ Physiotherapist</li> <li>▪ Psychologist</li> <li>▪ Veterinary surgeon</li> </ul>
Engineers	<ul style="list-style-type: none"> <li>▪ Member of Chartered Secretaries Australia</li> <li>▪ Member of Engineers Australia, other than at the grade of student</li> <li>▪ Member of the Australasian Institute of Mining and Metallurgy</li> </ul>

#### Overseas

Legal	<ul style="list-style-type: none"> <li>▪ a notary public</li> <li>▪ Justice of Peace</li> </ul>
Diplomatic service	<ul style="list-style-type: none"> <li>▪ an Australian consular officer (within the meaning of the Consular Fees Act 1985)</li> <li>▪ an Australian diplomatic officer (within the meaning of the Consular Fees Act 1985)</li> <li>▪ Employee of the Australian Trade Commission who is in a country or place outside Australia, and authorised under section 3(d) of the Consular Fees Act 1955, and exercising their function in that placF.</li> </ul>