

## LIST OF PEOPLE AUTHORISED TO CERTIFY DOCUMENTS

In certain circumstances the Responsible Entity may request that you provide 'Certified Documents'. These are copies of important documents which need to be certified as true copies of the originals by a person authorised to do so.

### Who can certify copies for you?

- 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)
- A Judge of a court
- A magistrate
- A chief executive officer of a Commonwealth court
- A registrar or deputy registrar of a court
- A Justice of the Peace
- A notary public (for the purposes of the *Statutory Declaration Regulations 1993*)
- A police officer
- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- An Australian consular officer or an Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*)
- An officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the *Statutory Declaration Regulations 1993*)
- A finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the *Statutory Declaration Regulations 1993*)
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership

### How should the authorised officer certify each document?

They must write 'This is a true copy of the original document sighted by me'. Sign, and print the following details: Name, Address, Business hours telephone number, Profession or Occupation or Organisation and the Date certified. They must include the official stamp or seal of the certifier's organisation on the copy if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print their registration number and the state in which they are registered as a Justice of the Peace.

### Documents not verified or not verified correctly

The Responsible Entity is not permitted to process:

- Documents that have been certified by an immediate relative or a person residing at the same address as the applicant
- Documents that are photocopies that have not been certified
- Documents that have not been correctly certified
- Documents certified by a Justice of the Peace without a registration number

Should the Responsible Entity receive documents which are not verified, or verified incorrectly, they may be returned to you to be correctly certified. Your request will not be processed until such a time as the appropriate documentation is received.