

## Who Can Certify a Copy of a Document

Below we outline persons who can certify a copy of a document as a “true copy of the original” that can be used for customer verification purposes in accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Rules Instrument 2007 (No. 1)* (“AML/CTF Rules”).

**Certified copy means a document that has been certified as a true copy of an original document by one of the following persons:**

- 1) **A PERSON** who, under a law in force in a State or Territory, is currently licensed or registered to practice in an occupation listed in Part 1 of Schedule 2 of the *Statutory Declarations Regulations 2018*;
- 2) **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);
- 3) **A PERSON** who is listed in Part 2 of Schedule 2 of the *Statutory Declarations Regulations 2018* presented on the next page;
- 4) **AN OFFICER** with, or authorised representative of, a holder of an Australian Financial Services Licence, having two or more years of continuous service with one or more licensees;
- 5) **AN OFFICER** with, or a credit representative of, a holder of an Australian credit licence, having two or more years of continuous service with one or more licensees;
- 6) **IF OVERSEAS, A PERSON** in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents.

### STATUTORY DECLARATIONS REGULATION 2018

#### PART 1 OF SCHEDULE 2 – PERSONS BEFORE WHOM A STATUTORY DECLARATION MAY BE MADE

ITEM	OCCUPATION
1	Architect
2	Chiropractor
3	Dentist
4	Financial advisor or financial planner
5	Legal practitioner
6	Medical practitioner
7	Midwife
8	Migration agent registered under Division 3 of Part 3 of the Migration Act 1958
9	Nurse
10	Occupational therapist
11	Optometrist
12	Patent attorney
13	Pharmacist
14	Physiotherapist
15	Psychologist
16	Trade marks attorney
17	Veterinary surgeon

STATUTORY DECLARATIONS REGULATION 2018

PART 2 OF SCHEDULE 2

ITEM	PERSON	ITEM	PERSON
1	Accountant who is: a) a fellow of the National Tax Accountants' Association; or b) a member of any of the following: i. Chartered Accountants Australia and New Zealand; ii. the Association of Taxation and Management Accountants; iii. CPA Australia; iv. the Institute of Public Accountants	17	Finance company officer with 2 or more years of continuous service
		18	Holder of a statutory office not specified in another item in this Part
		19	Judge
		20	Justice of the Peace
		21	Magistrate
22	Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the <i>Marriage Act 1961</i>	22	Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the <i>Marriage Act 1961</i>
23	Master of a court	23	Master of a court
2	Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public	24	Member of the Australian Defence Force who is: a) an officer; or b) a non-commissioned officer within the meaning of the <i>Defence Force Discipline Act 1982</i> with 2 or more years of continuous service; or c) a warrant officer within the meaning of that Act
3	APS employee engaged on an ongoing basis with 2 or more years of continuous service who is not specified in another item of this Part	25	Member of the Australian Institute of Mining and Metallurgy
4	Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the <i>Consular Fees Act 1955</i> )	26	Member of the Governance Institute of Australia Ltd
5	Bailiff	27	Member of: a) the Parliament of the Commonwealth; or b) the Parliament of a State; or c) a Territory legislature; or d) a local government authority
6	Bank officer with 2 or more continuous years of service	28	Minister of religion registered under Subdivision A of Division 1 of Part IV of the <i>Marriage Act 1961</i>
7	Building society officer with 2 or more years of continuous service	29	Notary public, including a notary public (however described) exercising functions at a place outside: (a) the Commonwealth; and (b) the external Territories of the Commonwealth
8	Chief executive officer of a Commonwealth court	30	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
9	Clerk of a court	31	Permanent employee of: a) a State or Territory or a State or Territory authority; or b) a local government authority; with 2 or more years of continuous service, other than such an employee who is specified in another item in this Part
10	Commissioner for Affidavits	32	Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
11	Commissioner for Declarations	33	Police officer
12	Credit union officer with 2 or more years of continuous service	34	Registrar, or Deputy Registrar, of a court
13	Employee of a Commonwealth authority engaged on a permanent basis with 2 or more years of continuous service who is not specified in another item in this Part	35	Senior executive employee of a Commonwealth authority
14	Employee of the Australian Trade and Investment Commission who is: a) in a country or place outside Australia; and b) authorised under paragraph 3(d) of the <i>Consular Fees Act 1955</i> ; and c) exercising the employee's function at that place	36	Senior executive employee of State or Territory
		37	SES employee of the Commonwealth
		38	Sheriff
15	Employee of the Commonwealth who is: a) in a country or place outside Australia; and b) authorised under paragraph 3 (c) of the <i>Consular Fees Act 1955</i> ; and c) exercising the employee's function at that place d)	39	Sheriff's officer
		40	Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution
16	Engineer who is: a) a member of Engineers Australia, other than at the grade of student; or b) a Registered Professional Engineer of Professionals Australia; or c) registered as an engineer under a law of the Commonwealth, a State or Territory; or d) registered on the National Engineering Register by Engineers Australia	40	Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution