

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 Launderings and Counter-Terrorism Financing Rules* (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 1993;

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 1993 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 licencees.

Statutory Declarations Regulation 1993

Part 1 of Schedule 2 – Persons before whom a statutory declaration may be made (regulation 4)

Item	Occupation
101	Chiropractor
102	Dentist
103	Legal practitioner
104	Medical practitioner
105	Nurse
106	Optometrist

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 licencees.

6. IF OVERSEAS, A PERSON authorised as a notary public in a foreign country.

Item	Occupation
107	Patent attorney
108	Pharmacist
109	Physiotherapist
110	Psychologist
111	Trade marks attorney
112	Veterinary surgeon

7. IF OVERSEAS, A PERSON who is listed on Schedule 2 of the Statutory Declarations Regulations 1993 that has a connection to Australia (e.g. a doctor who is registered to practice medicine in Australia, a member of an Australian police force).

Statutory Declarations Regulation 1993 Part 2 of Schedule 2

Item	Person
201	Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
202	Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
203	Bailiff
204	Bank officer with 2 or more continuous years of service
205	Building society officer with 2 or more years of continuous service
206	Chief executive officer of a Commonwealth court
207	Clerk of a court
208	Commissioner for Affidavits
209	Commissioner for Declarations
210	Credit union officer with 2 or more years of continuous service
211	Employee of the Australian Trade Commission who is: (a) in a country or place outside Australia; and (b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and (c) exercising his or her function in that place
212	Employee of the Commonwealth who is: (a) in a country or place outside Australia; and (b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and (c) exercising his or her function in that place
213	Fellow of the National Tax Accountants' Association
214	Finance company officer with 2 or more years of continuous service
215	Holder of a statutory office not specified in another item in this Part
216	Judge of a court
217	Justice of the Peace
218	Magistrate
219	Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
220	Master of a court
221	Member of Chartered Secretaries Australia
222	Member of Engineers Australia, other than at the grade of student
223	Member of the Association of Taxation and Management Accountants

Item	Person
224	Member of the Australian Defence Force who is: (a) an officer; or (b) a non commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or (c) a warrant officer within the meaning of that Act
225	Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
226	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 of a State or Territory
227	Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
228	Notary public
229	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
230	Permanent employee of: (a) the Commonwealth or a Commonwealth authority; or (b) a State or Territory or a State or Territory authority; or (c) a local government authority; with 2 or more years of continuous service who is not specified in another item in this Part
231	Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
232	Police officer
233	Registrar, or Deputy Registrar, of a court
234	Senior Executive Service employee of: (a) the Commonwealth or a Commonwealth authority; or (b) a State or Territory or a State or Territory authority
235	Sheriff
236	Sheriff's officer
237	Teacher employed on a full time basis at a school or tertiary education institution
238	Member of the Australasian Institute of Mining and Metallurgy