

DOCUMENTATION CERTIFICATION

The Anti-Money Laundering and Counter-Terrorism Financing Rules set out the requirements for valid certification of documents. The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical.

A list of people authorised to certify documents and suggested wording is provided below.

WHO CAN CERTIFY COPIES OF DOCUMENTS	
Legal	<ul style="list-style-type: none"> ○ 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)); ○ a judge of a court; ○ a magistrate; ○ a chief executive officer of a Commonwealth court; ○ a registrar or deputy registrar of a court; ○ a notary public
JP	a Justice of the Peace
Police	a police officer
Chartered Accountant	a member of the Institute of Chartered Accountants in Australia, Certified Practising Accountants Australia or the National Institute of Accountants with 2 or more years of continuous membership
Post Office	<ul style="list-style-type: none"> ○ 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
Diplomatic service	<ul style="list-style-type: none"> ○ an Australian consular officer ○ an Australian diplomatic officer (within the meaning of the <i>Consular Fees Act 1985</i>)
Financial corporations (Bank, Building Society, Credit Union)	<ul style="list-style-type: none"> ○ an officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the <i>Statutory Declaration Regulations 1993</i>); ○ a finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the <i>Statutory Declaration Regulations 1993</i>); ○ 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.

What wording they should use
<p>I certify this [and the following [<i>insert number</i>] pages] to be a true copy of the original page/ pages sighted by me today / on [<i>insert date</i>]</p> <p>[<i>insert signature</i>] [<i>Print name</i>] [<i>Print capacity in which you are certifying (see table above)</i>] [<i>insert date of signature</i>]</p>