

## CERTIFICATION REQUIREMENTS

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When submitting copies of original documents to GFT, the copy must be a "certified" copy of the original. Please use the guidelines below:

- 1) All certified copies must contain the following statement:  
*"I certify that this copy is a true copy of the original document."*
- 2) The individual certifying the document must include the following information on the copy he/she is certifying. Certified copies missing this information will not be accepted:
  - a) Signature
  - b) Occupation
  - c) Name of Certifier
  - d) Address of Certifier
  - e) Provider/Registration Number (where applicable)
- 3) Australian customers may use people with the following occupations to certify documents or extracts of documents for AML purposes:
  - a) a lawyer, which is a person who is enrolled on the roll of the Supreme Court of a State or Territory, or High Court of Australia, as a legal practitioner (however described);
  - b) a judge of a court;
  - c) a magistrate;
  - d) an accountant, that is a person who is 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;
  - e) 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;
  - f) a chief executive officer of a Commonwealth court;
  - g) a registrar or deputy registrar of a court;
  - h) a Justice of Peace\*; the State which the Justice of the Peace is registered is required.
  - i) a notary public (for the purposes of the Statutory Declaration Regulations 1993);
  - j) a police officer;
  - k) a postal agent, which is an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
  - l) the post office, that is, 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;
  - m) an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
  - n) 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); and
  - o) a finance company officer with 2 or more continuous years of service with one or more financial companies (for the purposes of the Statutory Declaration Regulations 1993)
  - p) Commissioner of Oaths
- 4) Foreign Customers residing outside of Australia may use people with the following occupations to certify documents or extracts of documents for AML purposes:
  - a) a judge of a court;
  - b) a magistrate;
  - c) a registrar or deputy registrar of a court
  - d) a justice of the peace; and
  - e) police officer
  - f) Notary Public
  - g) Commissioner of Oaths and Lawyers/Attorneys/Solicitors