

## Guidance Notes for Certified Copies

Certified copy means a document that has been certified as a true copy of an original document by one of the authorised persons. To produce a certified copy, you should make a photocopy of the original document and take the original and the copy to an authorised person.

### Instructions for Completion

1. You must show an Australian Authorised person the original identification documents and copies of the documents. The copies must be certified by the Authorised person (Australian Authorised persons are listed below)
2. All parts of this form must be completed - Part A, Part B and Part C
3. You must be in the presence of the Authorised person when signing Part A of this form
4. Part C must be completed by the Authorised person
5. Post the **completed** form and **certified copies** of identification documents to:  
one direct, Locked Bag 9, Collins Street West, Melbourne VIC 8007

## Australian Authorised Persons

The following is a list of persons authorised to certify a copy. An Authorised Person must be either an Australian Citizen or Permanent Resident of Australia.

1. 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);
2. A judge of a court;
3. A magistrate;
4. A chief executive officer of a Commonwealth court;
5. A registrar or deputy registrar of a court;
6. A Justice of the Peace;
7. A notary public (for the purposes of the Statutory Declaration Regulations 1993);
8. A police officer;
9. An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
10. 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);
11. 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);
12. 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;
13. 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

## Acceptable Documents for Individuals

### Two identification documents must be provided by either:

- Two Primary Photographic Identification Documents OR
- One Primary Photographic Identification Document and one Secondary Identification Document.

**Please note:** Primary Photographic Identification Documents must have at least one given name plus surname in full (not initials).

### Primary Photographic Identification Documents:

- Current photographic Australian drivers licence (showing **current address**) OR
- Current passport (Australian passports may be expired within the last 2 years) OR
- Current photographic ID card

### Secondary Identification Documents:

- Birth certificate OR
- Australian Citizenship certificate (or a citizenship certificate issued by a foreign government that, if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator) OR
- Current Medicare card OR
- Centrelink pension card OR
- Notice issued within last 12 months by Commonwealth, State or Territory, recording provision of financial benefits to person at the stated address eg. Pension or family tax benefit, Medicare statement OR
- Notice issued within last 12 months by ATO, recording debt payable to/by the person at the stated address eg. Tax assessment OR
- Notice issued within last 3 months by local government body or utility provider, recording provision of services to the person at the address eg. Gas bill, electricity bill, phone bill, water bill OR
- School attendance letter issued on school letterhead and signed by Principal or delegate within last 3 months for person under 18, recording person's residential address. Please call 13 24 01 between 8am and 6 pm (AEST), Monday to Friday for accepted certified copies for companies.

## Part A: Individual's Details

### Full Name of Individual (no initials)

Title	Surname
<input type="text"/>	<input type="text"/>

First name	Middle name
<input type="text"/>	<input type="text"/>

Date of birth	Occupation
<input type="text"/>	<input type="text"/>

### Residential address (not P.O. Box)

Unit number	Street number	Street name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If the residential address is not an Australian address, please state the reason for seeking a banking relationship in Australia.

I have attached certified copies of the acceptable identification documents

Signature	Date
<input type="text"/>	<input type="text"/>

## Part B: Documents Certified

### Primary Photographic Identification Document

Type of Document
<input type="text"/>

### Primary/Secondary Identification Document

Type of Document
<input type="text"/>

Acceptable Documents for Individuals are listed on page 1.

**Warning:** It is an offence under Part 12 of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) to produce false or misleading information, produce a false or misleading document or forge a document for use in an applicable customer identification procedure.

## Part C: Details of Authorised Person

### Full Name of Authorised Person (no initials)

Title	Surname
<input type="text"/>	<input type="text"/>

First name	Middle name
<input type="text"/>	<input type="text"/>

Name of Organisation
<input type="text"/>

Address of Organisation
<input type="text"/>

Phone Number	Professional membership number
<input type="text"/>	<input type="text"/>

I declare I have examined the original documents (listed in Part B) and certify the copies as true and correct

Signature	Date
<input type="text"/>	<input type="text"/>

Please call one direct on 13 24 01 between 8am and 6 pm (AEST), Monday to Friday if you have any questions regarding this form.