

CERTIFICATION REQUIREMENTS

When submitting copies of original documents to Enfinium, 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
- q) a chemist or doctor

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) employee of a registered financial services company or bank with 2 or more years of continuous service
- g) Notary Public
- h) Commissioner of Oaths and Lawyers / Attorneys / Solicitors

