



Certification of Copy Documents

To enable us to process your claim, we are required to obtain sufficient identification to confirm the life insured and benefit recipient's identity. As per our covering letter, an 'inked' certified copy of the requested documentation is required.

What is a certified copy?

A **certified copy** means a copy of the document that has been certified as a true copy of an original document by one of the following persons:

1. Any 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;
2. Any person who is currently licensed or registered to practise in one of the following occupations in each State or Territory:
 - A. Chiropractor
 - B. Dentist
 - C. Legal practitioner
 - D. Medical practitioner
 - E. Nurse
 - F. Optometrist
 - G. Patent attorney
 - H. Pharmacist
 - I. Physiotherapist
 - J. Psychologist
 - K. Trade marks attorney
 - L. Veterinary surgeon,
3. Any person listed below:
 - A Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
 - B. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
 - C. Bailiff
 - D. Bank officer with 5 or more continuous years of service
 - E. Building society officer with 5 or more years of continuous service
 - F. Chief executive officer of a Commonwealth court
 - G. Clerk of a court
 - H. Commissioner for Affidavits
 - I. Commissioner for Declarations
 - J. Credit union officer with 5 or more years of continuous service
 - K. Employee of the Australian Trade Commission who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 - exercising his or her function in that place
 - L. Employee of the Commonwealth who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
 - exercising his or her function in that place
 - M. Fellow of the National Tax Accountants' Association
 - N. Finance company officer with 5 or more years of continuous service
 - O. Holder of a statutory office not specified in another item in this Part
 - P. Judge of a court
 - Q. Justice of the Peace
 - R. Magistrate
 - S. Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act (Cth) 1961
 - T. Master of a court
 - U. Member of Chartered Secretaries Australia
 - V. Member of Engineers Australia, other than at the grade of student
 - W. Member of the Association of Taxation and Management Accountants
 - X. Member of the Australian Defence Force who is:
 - an officer; or
 - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
 - a warrant officer within the meaning of that Act
 - Y. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
 - Z. Member of:
 - the Parliament of the Commonwealth; or
 - the Parliament of a State; or
 - a Territory legislature; or
 - a local government authority of a State or Territory
 - AA. Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act (Cth) 1961
 - BB. Notary public
 - CC. Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
 - DD. Permanent employee of:
 - the Commonwealth or a Commonwealth authority; or
 - a State or Territory or a State or Territory authority; or
 - a local government authority;with 5 or more years of continuous service who is not specified in another item in this Part
 - EE. Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
 - FF. Police officer
 - GG. Registrar, or Deputy Registrar, of a court
 - HH. Senior Executive Service employee of:
 - the Commonwealth or a Commonwealth authority; or
 - a State or Territory or a State or Territory authority
 - II. Sheriff
 - JJ. Sheriff's officer
 - KK. Teacher employed on a full-time basis (school or tertiary education)
 - LL. Member of the Australasian Institute of Mining and Metallurgy

The certifier is to include the following statement of certification on each page of the copy document:

1. The certifier's full name;
2. By reference to the listing above, a statement as to which category of authorised certifier the person is;
3. Either of the following statements:
 - a. 'I certify that this page is a true and correct copy of the original document which I have sighted'; or
 - b. 'I certify this is a true and correct copy of the original document which I have sighted' (for use where there is only a single page); and
4. The date the copy document is certified.