



Bank of  
Melbourne

# Certified Copy Certificate – Organisations – Customer Identification Documents.

(To be used for Companies, Trusts, Partnerships, Associations  
& Registered Co-operatives)

This form may be used where a customer is not able to present their original customer identification documents in person.

## Part A Customer Details.

Type of Customer (please tick ✓)

Company  Trust  Partnership  Association  Registered Co-operative

Full name of customer (Registered name if applicable)

Address (Registered address if applicable)

Australian Company Number (ACN) / Australian Business Number (ABN) / Incorporation Number (if applicable)

## Part B Certifier Details.

Please complete Part B to enable the Bank to contact you if necessary to confirm any information provided on this form.

Full name of certifier

Occupation

Name of certifier's employer

Business phone number

Certifier's employment address

Category of certifier (see list on page 3 – insert relevant number)

Qualification number (if applicable)

### Declaration of certifier

- I have examined the originals of all the documents which are set out in **Part C** of this form.
- The copy documents attached are true and correct copies of the original documents examined by me.

**Privacy Statement:** Our privacy policy is available at [bankofmelbourne.com.au](http://bankofmelbourne.com.au) or by calling 13 22 66 and covers how we handle your personal information.

Signature of certifier

Date

## Certified Copy Certificate – Organisations – Customer Identification Document.

### Part C Details of Documents Certified.

Please tick (✓) which document(s) are certified.

- **Certify** the first page of the document(s) with “This is a true copy of the original document” followed by the certifier’s signature and the date.
- If any document is written in a language other than English, it must be accompanied by an English translation prepared by an accredited translator.

| Customer   | Document  | Certified                |
|--|---|--------------------------|
| <b>Company</b>   | ASIC Certificate of incorporation/registration or equivalent document issued by the relevant registration body outside Australia  | <input type="checkbox"/> |
| <b>Trust</b>   | Trust deed, or extract, where the names of the trust, names of the trustees, names of the beneficiaries and the execution page are evident; OR<br>Notice issued by the Australian Taxation Office within the last 12 months e.g. notice of assessment; OR<br>Letter from a solicitor or qualified accountant that confirms the name of the trust and all trust information required to be collected; OR<br>Disclosure certificate, signed by a trustee of the trust, to verify any information relating to the trust other than the name of the trust and the trustees’ details   | <input type="checkbox"/> |
| <b>Partnership</b>   | Partnership agreement, or extract, where the full name of the partnership, names of the partners and execution page are evident; OR<br>Minutes of a partnership meeting; OR<br>Notice of Assessment issued by the Australian Taxation Office dated within the last 12 months; OR<br>Current membership certificates (or equivalent) of a professional association; OR<br>Certificate of registration of business name; OR<br>Disclosure certificate signed by a partner, to verify the partnership’s membership of a professional association; OR<br>Disclosure certificate signed by a partner, to verify any information relating to the partnership other than the name of the partnership and the partners’ details ; OR<br>Letter from a solicitor or qualified accountant that confirms the name of the Unregulated Partnership | <input type="checkbox"/> |
| <b>Association</b>   | Certificate of incorporation or equivalent document issued by the relevant registration body outside Australia  | <input type="checkbox"/> |
|  | Constitution or rules or minutes of a meeting of the association or relevant extract where the full name and registration number (if applicable) of the association are evident; OR   | <input type="checkbox"/> |
|  | Disclosure certificate from the association signed by the chairman, secretary or treasurer of the incorporated association to verify any information relating to the association other than the name of the incorporated association and the unique identifying number issued to the association or incorporation; OR   | <input type="checkbox"/> |
|  | Letter from a solicitor or qualified accountant that confirms the name of the Unincorporated Association  | <input type="checkbox"/> |
| <b>Registered Co-operative</b>   | Certificate of registration or equivalent document issued by the relevant registration body outside of Australia  | <input type="checkbox"/> |
|  | Register maintained by the co-operative or minutes of a meeting of the co-operative or relevant extract where the full name and registration number of the co-operative are evident; OR   | <input type="checkbox"/> |
|  | Disclosure certificate signed by the chairman or secretary or treasurer of the co-operative, to verify information other than the name and identification number of the registered co-operative   | <input type="checkbox"/> |
| <b>Other documents – please specify.</b><br><b>Note:</b> The Bank reserves the right to reject any document listed here. |   | <input type="checkbox"/> |
|  |   | <input type="checkbox"/> |
|  |   | <input type="checkbox"/> |
|  |   | <input type="checkbox"/> |

**Checklist for Certifier (must be completed in full by the Certifier).**

Please tick (✓).

- All parts of this form have been completed.
- You are a person within a specified class of accepted certifiers defined below in "Categories of Acceptable Certifiers".
- All documents contain on the first page, a written statement, signed and dated by you, stating that "this is a true copy of the original document".

- All documents are written in English or an English translation prepared by an accredited translator is attached.
- The certified copies containing the certifier's original signature are attached to this form.

**Note:** It is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* to knowingly provide false or misleading information or knowingly produce a false or misleading document. **Penalty: Imprisonment for 10 years.**

**Categories of Acceptable Certifiers.**

**In Australia**

1. A person who, under a law in force in a State or Territory, is currently licensed or registered to practise in one of the following occupations:
  - Chiropractor
  - Dentist
  - Legal practitioner
  - Medical practitioner
  - Nurse
  - Optometrist
  - Patent attorney
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Trade marks attorney
  - Veterinary surgeon
2. 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)
3. Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
4. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
5. Bailiff
6. Bank officer with 2 or more continuous years of service
7. Building society officer with 2 or more years of continuous service
8. Chief executive officer of a Commonwealth court
9. Clerk of a court
10. Commissioner for Affidavits
11. Commissioner for Declarations
12. Credit union officer with 2 or more years of continuous service
13. Employee of the Australian Trade and Investment Commission who is:
  - in a country or place outside of Australia; and
  - authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
  - exercising his or her function at that place
14. 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
15. Fellow of the National Tax Accountants' Association
16. Finance company officer with 2 or more years of continuous service
17. Holder of a statutory office not specified elsewhere in this list
18. Judge of a court
19. Justice of the Peace
20. Magistrate
21. Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
22. Master of a court
23. Member of Chartered Secretaries Australia
24. Member of Engineers Australia, other than at the grade of student
25. Member of the Association of Taxation and Management Accountants
26. 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 2 or more years of continuous service; or
  - a warrant officer within the meaning of that Act
27. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
28. 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
29. Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

### Categories of Acceptable Certifiers.

30. Notary public
31. 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
32. Permanent employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State or Territory authority; or
  - a local government authoritywith 2 or more years of continuous service and is a person not already specified elsewhere in this list
33. Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
34. Police officer
35. Registrar, or Deputy Registrar, of a court
36. Senior Executive Service employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State or Territory authority
37. Sheriff
38. Sheriff's officer
39. Teacher employed on a full-time basis at a school or tertiary education institution
40. Member of the Australasian Institute of Mining and Metallurgy
41. An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees
42. An officer with, or a credit representative of, a holder of an Australian credit licence, having 2 or more years of continuous service with one or more licensees

### Outside of Australia

1. A legal practitioner who holds a current practicing certificate under a law in force in a State or Territory in Australia
2. An officer of an Australian bank, building society or finance company branch or office located in a foreign jurisdiction with 2 or more years of continuous service
3. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
4. Employee of the Australian Trade and Investment Commission who is:
  - in a country or place outside of Australia; and
  - authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
  - exercising his or her function at that place
5. 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
6. Judge of a court
7. Magistrate
8. Registrar, or Deputy Registrar, of a court
9. A person authorised as a notary public in a foreign jurisdiction
10. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
11. A person who is authorised by law in the relevant jurisdiction to administer oaths or affirmations or to authenticate documents.