

Know your Client and Verification of Identity



Mortgage Management Services

WHAT DOES THE THIRD PARTY CERTIFIER HAVE TO DO?

To certify a document, the 'authorised certifier' must write the following wording or similar wording on the copy of the document or on a certificate relating to the document.

For identity verification documents that contain a photograph of the signatory:

"I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original."

For identity verification documents that **do not** contain a photograph of the signatory:

"I certify that I have seen the original documentation and this copy is a complete and accurate copy of that original."

Certified copies

WHO CAN CERTIFY DOCUMENTS

The list below identifies those individuals deemed to be authorised certifiers.

- 1 A person who, under a law in force in a State, Territory or Commonwealth is currently licensed or registered to practice 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 The following if they have two or more years of continuous service or time with licensee:
 - An officer with, or an authorised representative of, the holder of an Australian Financial Services Licence
 - An officer with, or a credit representative of, the holder of an Australian Credit Licence
 - Justice of the Peace
 - Employee of Australia Post
 - Chartered Accountant or Certified Practising Accountant (CPA)
 - Police officer
 - Teacher (full time employed as such)
 - A person authorised as a notary public in a foreign country.