

Phone: 1800 287 245 | +61 2 9259 0200 Email: ausbil\_transactions@unitregistry.com.au

# **Application | SMSF**

#### WHO SHOULD COMPLETE THIS FORM?

This application form is for investments made by trustees of Self Managed Superannuation Funds (SMSF).

#### **HOW TO COMPLETE THIS FORM**

## Step 1 Before submitting this form, please read the Product Disclosure Statement (PDS) available <a href="here">here</a> or if you are unable to access the link or print the document, contact us on 1800 287 245.

Units in a fund will only be issued following acceptance of an application form issued with the relevant PDS, with all required documents attached.

**Paper-based applications:** Please print, use a black pen and write in BLOCK letters. If you make an error do not use correction fluid, instead, cross out your error and initial your changes.

**Note:** Please complete Sections A-C at the beginning of the form to ensure we can identify you and determine if you are in the target market for the fund(s). Please also complete Sections 1-11 so that your application can be processed.

#### Step 2 Tell us your foreign tax status

Please complete the Global Tax Reporting (FATCA/CRS) information in section 9.

#### Step 3 Sign and send your documents to the below address.

Please ensure you sign section 11 of the form in accordance with the instructions provided.

You can return your forms by post to:

Ausbil Investment Management Limited

**GPO Box 804** 

Melbourne VIC 3001

#### Step 4 Make your payment

Please refer to **section 4** and **5** of the application form and follow the instructions on how to pay the application amount. Your application cannot be processed until all relevant identification documents and cleared funds are received.

#### IMPORTANT INFORMATION

- Please ensure all fields are completed. If you do not complete all relevant sections your application may be rejected and returned to you for completion, resulting in a delay in processing your application.
- If you have any questions as you complete this form, please refer to the FAQs of this form, or contact us on 1800 287 245.

## Section A: Your investment objectives In line with the Design and Distribution Obligations (DDO) under the Corporations Act, we require the below information. Consumer Attributes A. What is your primary investment objective? (select only one option) Capital growth (increased value of your investment over time) Capital preservation (preserving the value of your investment and preventing loss) Capital guaranteed (shielding your investment from any losses) **Income distribution** (receiving regular income from your investment) B. What is the intended use of this fund in your investment portfolio? (select only one option) Solution / standalone (your primary investment - 75% - 100% of portfolio) Core component (a large proportion of your investment - 25% - 75% of portfolio) Satellite / small allocation (a small part of your investment - less than 25% of portfolio) C. What is the intended investment timeframe? (select only one option) Short term (less than 2 years) Medium term (more than 2 years) Long term (more than 8 years) D. What is your tolerance for risk / return? (select only one option) (How much of a loss you are willing to tolerate within your portfolio when assessed against the possibility of greater returns). High Low Medium Very high E. What is your anticipated frequency of withdrawals? (select only one option) Daily Weekly Monthly Quarterly Annually or longer F. Have you received advice prior to applying to invest in this fund(s)? (select only one option) Yes - I/We have received personal advice in relation to my investment in this fund (financial product advice provided to you by a person who has considered one or more of your investment objectives). No - I/We have not received personal advice in relation to my investment in this fund. Note: Acceptance of your application should not be taken as a representation or confirmation that an investment in the fund is, or is likely to be, consistent with your intentions, objectives and needs as indicated in your responses to these questions. FOR INVESTORS IN THE AUSBIL AUSTRALIAN GEARED EQUITY FUND ONLY There is a distribution condition in place for any prospective investor who applies for units in the Ausbil Australian Geared Equity Fund, which requires Ausbil to ask and the prospective investor to answer a range of questions that are designed to verify that the investor is in the target market. If the questions are not answered appropriately, the application will be rejected. Please indicate either YES or NO to each question below. YES NO Do you intend to invest for at least 5 years and are you aware that the capital value of your investment 1. can fluctuate (including negatively) over that time? Do you understand that the fund has exposure to share investments and leverage, which can magnify the volatility of your investment significantly? Do you understand that the fund is considered "Very High Risk", which means there is a very high risk of losing money in any year?

Is your investment predominantly seeking capital growth and does it represent a relatively small (i.e.

<25%) part of your broader investment portfolio?

Section B: Investor details				
What is the full legal name of the entity that will hold title to the units?				
Full name of account designation				
If you are an existing investor, please provide your account number				
I/We confirm there are no changes to our identification docume	nts previously provided and that these remain current and valid.			
I/We confirm there are no changes to the information in our prev	vious application provided and that it remains current and valid.			
Section C: Are you investing using funds borrowed under a margin la	oan?			
No - go to <b>section 1</b> Yes - please complete the details below				
Name of margin lender	Name of borrower			
Borrower's TFN Loan number				
If the person who will hold legal title to the units will be the borrower gr complete this form as an SMSF.	ranting Power of Attorney to the margin lender or its nominee, please			
1. TRUST/FUND DETAILS				
Full name of trust/superannuation fund				
Full business name (if any) of the trustee in respect of the trust/superannuation fund				
Country of establishment				
Tax file number or exemption code	Australian Business Number (if any)			

## 2. TRUSTEE DETAILS Note: A Self-managed Super Fund (SMSF) must have a minimum of two (2) trustees and a maximum of six (6). The trustee/s can be either individual or corporate. Where the trustee is corporate, all members of the SMSF are directors of the corporate trustee. If there are more than four (4) trustees, please complete section 2 of another application form and attach it to the main application form. How many trustees does the SMSF have? Type of trustee Individual trustee (complete section 2.1) Corporate trustee (complete section 2.2 & 2.3) 2.1 Individual trustee(s) details Individual trustee 1 Title Given name(s) Surname Date of birth (DD/MM/YYYY) Occupation Residential address - (A PO Box/RMB/Locked Bag is not acceptable) Street number Unit Street name Suburb State Postcode Country Contact details Home number (including country and area code) Mobile number (including country code) Email (default address for all correspondence) Individual trustee 2 Title Given name(s) Surname Date of birth (DD/MM/YYYY) Occupation Residential address - (A PO Box/RMB/Locked Bag is not acceptable) Street number Unit Street name Suburb State Postcode Country

Contact details  Home number (including country and area code)	Mobile number (including country code)
nome number (including country and area code)	Mobile number (including country code)
Email	
All correspondence will be sent to the email address provided by I	ndividual trustee 1.
Individual trustee 3	
Title Given name(s)	Surname
Date of birth (DD/MM/YYYY)	Occupation
Residential address - (A PO Box/RMB/Locked Bag is not acceptab	le)
Unit Street number Street name	
Suburb	tate Postcode Country
Contact details Home number (including country and area code)	Mobile number (including country code)
Email	
All correspondence will be sent to the email address provided by I	ndividual trustee 1.
Individual trustee 4	
Title Given name(s)	Surname
Date of birth (DD/MM/YYYY)	Occupation
Residential address - (A PO Box/RMB/Locked Bag is not acceptab	le)
Unit Street number Street name	
Suburb	tate Postcode Country
Contact details	
Home number (including country and area code)	Mobile number (including country code)
Email	
All correspondence will be sent to the email address provided by I	ndividual trustee 1.

2.2 Corporate trustee details							
Full business nan	ne as registered by ASIC			ACN			
Nature of busines	SS						
Registered Office	• Address - (PO Box is not a	cceptable)					
Unit	Street number	Street name					
Suburb			State		Postcode	Country	
Principal place of	<b>f business</b> (if any) (PO Box i	s not acceptable	1				
Unit	Street number	Street name	,				
Suburb			State		Postcode	Country	
Contact details (f	for company or contact per	sonì					
Name	or company or common por	,		Email			
Business number	(include country and area	code)		Mobile nu	ımber (include (	country code)	
0.0 What tune	of company to the company	o tructo o O					
2.3 What type	of company is the corporat	e trustee?					
Public (compani	es whose name does NOT i	nclude the word F	Pty or prop	rietary; ge	enerally listed c	ompanies)	
Proprietary (companies whose name ends with Proprietary Ltd or Pty Ltd; also known as private companies)							
Please complete	the director details below if	you are an Austi	ralian prop	rietary coi	mpany. Do not (	complete for public com	npanies.
Directors details				3	1 3		
How many directors are there?							
Please provide below the full name of all the directors. If there are more than four directors, please complete the details on a separate sheet and attach to this application form.							
Director 1							
Title	Given name(s)				Surname		
Director 2							
Title	Given name(s)				Surname		
Director 3							
Title	Given name(s)				Surname		

Director 4				
Title Given name(s)		Surname		
3. INVESTMENT AND DISTRIBUTION INSTRUCTIONS				
Fund name	APIR	Investment	<b>Distribu</b> (indicate (X) on	tion option ne option per fund)
runu nume	amount AUD\$		Pay to my bank a/c	Reinvest
Ausbil Australian Active Equity Fund	AAP0103AU			
Ausbil Australian Concentrated Equity Fund	AAP9227AU			
Ausbil Active Sustainable Equity Fund	AAP3940AU			
Ausbil Active Dividend Income Fund	AAP3656AU			
Ausbil Australian Geared Equity Fund	AAP0002AU			
Ausbil 130/30 Focus Fund - Wholesale Class	AAP0008AU			
Ausbil Australian Emerging Leaders Fund	AAP0104AU			
Ausbil MicroCap Fund (closed to new investors)	AAP0007AU			
Ausbil Australian SmallCap Fund	AAP5529AU			
Ausbil Long Short Focus Fund	AAP8211AU			
Ausbil Balanced Fund	AAP0101AU			
Ausbil Global Resources Fund	AAP5928AU			

**Note:** The minimum investment is \$20,000 per fund. However, we may waive or vary the investment minimums. Please nominate one distribution option for each fund you are investing in. If no selection is made, distributions will be automatically re-invested.

AAP8285AU

AAP3254AU

AAP3601AU

AAPOO01AU

Ausbil Global SmallCap Fund

Ausbil Global Essential Infrastructure Fund - Unhedged

Ausbil Global Essential Infrastructure Fund - Hedged

Candriam Sustainable Global Equity Fund

Savings	source & origin of funds being invested				
Superannuation co	ntributions				
Income from emplo	yment - regular and/or bonus				
Normal course of bu	usiness				
Investment					
Donation/gift					
Inheritance					
Sale of assets (e.g.	shares propertui				
_	Shares, property)			_	
Other					
4 PAYMENT OF AP	PLICATION AMOUNT				
EFT	BPAY®				
EFT	Electronic Funds Transfer				
Account name:	AUSBIL INVT MGT LTD - APPLICATION				
BSB:	242-000				
Account number:	245491018				
Your reference:	please use the name of the investor and investor n	umber]			
3PAY® - Telephone 8	internet hanking				
<u>.</u>	payment using telephone or internet banking.	Fund	BPAY® details		
You will need to quote the biller code and your investor number (for reference) when making this payment.		[Fund name]	Biller code [insert] PAY Reference number [Investor number]		
(101 Telefelles) Wilel	If this is a new investment, we will notify you of your investor number once this is available. Please make your payment within 14 days of this notification.		Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account.  More information <a href="https://www.bpay.com.au">www.bpay.com.au</a> *Registered to BPAY Pty Ltd ABN 69 079 137 518		

Fund name	BPAY® details
Ausbil Australian Active Equity Fund	Biller code: 636845 Reference number: Investor number
Ausbil Australian Concentrated Equity Fund	Biller code: 636969 Reference number: Investor number
Ausbil Active Sustainable Equity Fund	Biller code: 989111 Reference number: Investor number
Ausbil Active Dividend Income Fund	Biller code: 249623 Reference number: Investor number
Ausbil Australian Geared Equity Fund	Biller code: 636886 Reference number: Investor number
Ausbil 130/30 Focus Fund - Wholesale Class	Biller code: 636829 Reference number: Investor number
Ausbil Australian Emerging Leaders Fund	Biller code: 636878 Reference number: Investor number
Ausbil MicroCap Fund (closed to new investors)	Biller code: 636852 Reference number: Investor number
Ausbil Australian SmallCap Fund	Biller code: 299966 Reference number: Investor number
Ausbil Long Short Focus Fund	Biller code: 338517 Reference number: Investor number
Ausbil Balanced Fund	Biller code: 636860 Reference number: Investor number
Ausbil Global Resources Fund	Biller code: 306464 Reference number: Investor number
Ausbil Global SmallCap Fund	Biller code: 290056 Reference number: Investor number
Ausbil Global Essential Infrastructure Fund - Unhedged	Biller code: 299958 Reference number: Investor number
Ausbil Global Essential Infrastructure Fund - Hedged	Biller code: 329680 Reference number: Investor number
Candriam Sustainable Global Equity Fund	Biller code: 636894 Reference number: Investor number

# 5. FINANCIAL INSTITUTION ACCOUNT DETAILS Australian bank account details Please provide your bank account details if you have selected to take your distribution in cash or wish to provide these details for future redemptions. We will only pay cash proceeds to a bank account in the name(s) of the investor(s). We will not make any payments into third party bank accounts. Financial institution name Branch name Account name BSB number Account number 6. COMMUNICATION Automatic online account access Online access enables you to view details of your investments (account balance, investment details and account statements). We will send you the necessary registration details by post once your application is processed. Note: You may receive marketing material (e.g. market commentary, event invitations) from us, from time to time. Please indicate if you do not wish to receive these communications. Annual & semi-annual report options The annual and any semi-annual financial statements of the fund are available free on our website. If you would like to receive a copy by post or email, please indicate below. (This refers to annual and semi-annual reports only. This will not affect communication instructions regarding general correspondence for your fund). By email By post Marketing material opt out You may receive information from us via mail, telephone, email or other electronic messaging service relating to market commentary, services or information that may be of interest to you. By providing us with your contact details you consent to being contacted by these methods for these purposes. Please indicate if you do not wish to receive marketing information from us or any companies within our group.

## 7. FINANCIAL ADVISER DETAILS Use this section to tell us about your financial adviser. If you change your financial adviser, it's important to let us know in a timely way. If you would like your financial adviser to receive copies of your statements by email, please enter their email address below. Adviser email address Notice to financial adviser: by completing this section of the application form, you are confirming that you hold a current Australian Financial Services Licence (AFSL), or are otherwise authorised to advise on and arrange this product. **Details** AFSL holder name AFSL number Adviser name Advisor code or Authorised representative number ABN Property/building name Unit Street number Street name Suburb Postcode State Country

Mobile

Phone

Performance of investor identification & verification procedures		
Please indicate below whether client identification and verification procedures have been performed.		
No - I have not performed the applicable customer identification procedure on this investor.		
Yes - I have completed the applicable customer identification procedure on this investor.		
Financial adviser declaration		
Notice to financial adviser: please note that reliance on the KYC performed by the financial advisor is only acceptable if all the criteria below is met.		
I hold an AFSL in my own name or have been appointed as an authorised representative by the licensee.		
I am a reporting entity for AML/CTF purposes.		
The issuer has reasonable grounds to believe that it is appropriate to rely on the KYC procedure I have undertaken.		
I have attached the KYC documents to this form.		
AFSL full legal entity name		
AFSL number		
Please print full name		
Signature		

## 8. AUTHORISED REPRESENTATIVE OF INVESTOR

Please complete this section if you wish to appoint an individual or individuals to act on your behalf in relation to your investment in the fund. If you have appointed an entity as your authorised representative, please contact us on 1800 287 245 to obtain the relevant KYC form.

8.1 Authorised representative details				
Authorised repres	sentative 1			
Title	Given name(s)	9	Surname	
Authorised repres	sentative's phone number			
Email				
Authorised repres	sentative's signature			
Authorised repres	sentative 2			
Title	Given name(s)	5	Surname	
Authorised repres	sentative's phone number			
Email				
Authorised repres	eentative's signature			
If you wish to app tion form.	oint more than two authorised representatives, please complet	te t	he details on a separate sheet and attach to this a	oplica-
8.2 How author	ised representatives may act in relation to the account?			
<b>Please tick as applicable.</b> If you do not tick a box, then all authorised representatives will be required to act jointly to provide instructions in relation to the investment.				
Each authorised consent of the o	representative listed above may provide instructions in relatio ther	n to	o the investment individually without the	
All authorised re	presentatives must act jointly to provide instructions in relation	n to	the investment	
Other arrangeme	ent – please provide details			

8.3 Verification procedure for authorised representatives who are individuals	
For each authorised representative, please provide verification documents. In addition, please provide evidence of each authorised representative's authority to act on behalf of the investor. Please tick the document(s) you have provided.	
Verification documents - mandatory	
A certified copy of an Australian Driver's Licence or Australian Passport	
Authorised representative's authority - one of the following (not required for a Financial Adviser listed in Section 7)	
Certified copy of the authorising document (e.g. POA); or	
A certified copy of a guardianship order; or	
Other arrangement - please provide details	
I confirm that the document authorising each authorised representative is still valid and has not been revoked.	
<b>Note</b> : If any verification documents provided are written in a language other than English, they must be accompanied by an English translation prepared by an accredited translator.	

#### 9. GLOBAL TAX REPORTING REQUIREMENTS (FATCA/CRS)

#### Why you need to complete this section?

The Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS) are regulatory requirements that aim to deter tax evasion by US and other foreign taxpayers. The Australian and a number of other foreign Governments have an agreement which requires us to obtain certain information from investors, including taxation information. You may be liable to a penalty if you provide information that is false or misleading that is material. We may decide not to open an account without first receiving the required information. For more information, visit <a href="https://www.ato.gov.au">www.ato.gov.au</a>.

If you are unsure of any of the answers, please contact a legal or accounting professional.

Government or semi-government superannuation funds and pooled super trusts.

#### 9.1 Regulated Superannuation Funds

Are you a regulated superannuation fund?
I am the trustee of a regulated superannuation fund (this includes a self-managed superannuation fund)
HELP

Regulated superannuation fund means self-managed superannuation funds, APRA regulated superannuation funds, Australian

#### 10. DECLARATIONS & ACKNOWLEDGMENTS

Please read the declarations below before signing this form. The required signature(s) are detailed at the bottom of this form. When you apply to invest, you (the applicant) are declaring that:

- I/we have received and accepted this offer in Australia;
- I/we have legal power to invest in accordance with this application and have complied with all applicable laws in making this
  application;
- I/we are not bankrupt or a minor, and are authorised to sign this form;
- I/we have read and understood this form, and the Target Market Determination for the Fund(s) to which this application applies;
- all details in this application (including all related documents provided) are true and correct and I/we release and indemnify Ausbil against any liabilities arising from acting on any of the details or any future details provided by me/us in connection with this application which are untrue, incorrect, false or misleading;
- I/we have received a copy of the current PDS, Additional Information Guide and all information incorporated into the PDS to which this application applies (collectively referred to in these declarations as 'PDS'). I/we have read and understood the terms contained in the PDS and agree to be bound by the provisions of the PDS (including the incorporated information) and current constitution (each as amended from time to time);
- the details of my/our investment can be provided to the adviser group and/or adviser named in this form or nominated by them by the means and in the format that they direct;
- if this application is signed under Power of Attorney, the Attorney declares that he/she has not received notice of revocation of that power (an original certified copy of the Power of Attorney should be submitted with this application unless we have already sighted it);
- unless alternative authority for signature is notified to and accepted by Ausbil, the person/persons that signs/sign this form is/ are able to operate the account on behalf of the company and bind the company for future transactions, including in respect of additional deposits and withdrawals;
- if investing as trustee, on behalf of a superannuation fund or trust I/we confirm that I/we am/are acting in accordance with my/our designated powers and authority under the trust deed. In the case of superannuation funds, I/we also confirm that it is a complying fund under the Superannuation Industry (Supervision) Act 1993;
- in the case of superannuation funds with two or more trustees, the trustees agree that unless otherwise expressly indicated on this application form, each trustee is able to operate the account and bind the other trustee/s for future transactions, including additional deposits and withdrawals;
- sole signatories signing on behalf of a company confirm that they are signing as sole director and sole secretary of the company;
- I/we have read and understood the information in and relating to "Instructions by email and fax" in the relevant PDS and release and indemnify Ausbil from and against any liabilities whatsoever arising out of it acting on any communications received by email and/or fax under those terms;
- I/we acknowledge that neither Ausbil nor any custodian, registry or investment manager, guarantees the performance of the Fund(s) or the repayment of capital or any particular rate of return or any distributions;
- I/we acknowledge that Ausbil accepts no responsibility for any failure to receive application amounts or payments before or after the transaction date arising as a result of, among other things, processing of payments by financial institutions;
- I/we agree that any notice, document or other information required to be given to me/us under law (or by agreement with you), including but not limited to Product Disclosure Statements, Financial Services Guides, periodic statements, confirmations of transactions and ongoing disclosures, may be given in one of the following ways (where permitted by law): (i) by sending it to an email address and/or mobile number I/we have provided for me/us or my/our adviser; (ii) by sending me/us or my/our adviser an email, SMS or other electronic communication providing a website reference or hypertext link to the notice, document or information; or (iii) by making the notice, document or information available on the website or an application or other online facilities as notified to me/us or my/our adviser from time to time;
- I/we acknowledge that I/we have read and understood the information relating to privacy and personal information contained in the relevant PDS;
- I am/we are aware that until I/we inform Ausbil otherwise, I/we will be taken to have consented to all the uses of my/our personal information (including marketing) as described in the PDS and as otherwise disclosed to me;
- I/we have consented to my/our financial adviser providing such further personal information to Ausbil as is required or reasonably deemed necessary by Ausbil under applicable law. Any personal information provided about a third party (if any) in connection with this application has been provided with their knowledge and informed consent;
- I/we understand that if I/we fail to provide any information requested in this application form or do not agree to any of the possible
  uses or disclosures of my/our information as detailed in the PDS (except in relation to direct marketing), my/our application may not
  be accepted by Ausbil and I/we agree to release and indemnify Ausbil in respect of any loss or liability arising from its inability to
  accept an application due to inadequate or incorrect details having been provided;

- I/we consent to the Ausbil disclosing my/our personal information to its service providers, in relation to any identification and verification that Ausbil is required to undertake regarding me, as required under the AML/CTF Act. This includes but is not limited to any information:
  - o required by any third party verification service provider, and/or
  - o provided to any third party verification service provider.

#### By completing and signing this form, you acknowledge and agree with the following:

- nothing in this form is advice and 'help' is general guidance only. Seek professional advice to be sure of your answers;
- it is a condition of investing that you keep your details (including tax details) with us, up to date. We recommend that you review this tax information form at the end of the financial year and update your details if required. You must contact us when you learn new things about the matters in this form. Failing to update us can have tax and other consequences. You can update us by requesting and completing this form and emailing, faxing or posting it to our Administrator;
- if you have applied for but not received your TIN or GIIN, you undertake to inform us within 30 days of receiving it;
- you undertake that if information in this form changes, you will tell us within 30 days;
- you declare that to the best of your knowledge and belief the information provided in the Global Tax Reporting section is true and correct;
- you agree to notify Ausbil of any changes to your tax residency and/or that of any beneficial owners or controlling persons;
- monies deposited are not associated with crime, money laundering and/or financing terrorism. We may decide to delay or refuse any
  request or transaction, including by suspending the issue or redemption of units. If we are concerned that the request or transaction
  may breach any obligation of, or cause us to commit or participate in an offence under any AML/CTF and Sanctions Law and FATCA/
  CRS obligations, we will incur no liability to you if we do so;
- we may take other action we reasonably believe is necessary to comply with AML/CTF and Sanctions Law and FATCA/CRS
  obligations, including disclosing any information held about you to any of our related bodies corporate or service providers whether in
  Australia or outside Australia, or to any relevant Australian or foreign regulator; and
- we collect additional information about you from time to time, from you or from third parties, for the purposes of satisfying AML/CTF
  and Sanctions Law and FATCA/CRS obligations, and that any such information may be used and disclosed as described in the Ausbil
  Investment Management privacy policy available online at www.ausbil.com.au or by contacting us.

## 11. SIGNATURE(S)

For individual trustees, all trustees to sign. For Australian corporate trustee, the signature(s) of either a sole director, or two directors, or one director and the company secretary.

Signature 1	Signature 2		
Signature	Signature		
Date (DD/MM/YY)	Date (DD/MM/YY)		
Full name	Full name		
Capacity	Capacity		
Individual trustee 1	Individual trustee 2		
Director	Director		
Company Secretary	Company Secretary		
Authorised Representative	Authorised Representative		
Signature 3	Signature 4		
Signature	Signature		
Date (DD/MM/YY)	Date (DD/MM/YY)		
Full name	Full name		
Capacity	Capacity		
Individual trustee 3	Individual trustee 4		
Director	Director		
Company Secretary	Company Secretary		
Authorised Representative	Authorised Representative		

# Translating documents by an accredited translator

In Australia an accredited translator means a professional translator accredited by the National Accreditation Authority for Translators and Interpreters at or above professional level.

NAATI (<a href="https://www.naati.com.au/">https://www.naati.com.au/</a>)

In an overseas country, an accredited translator is a professional translator accredited by a NAATI equivalent authority. For these, escalate to the AML Compliance Officer for assistance.

## Getting your copies certified

Any document(s) requiring to be certified for verification purposes must be certified by an eligible person to be a true copy of the original document. Documents must be either certified on all pages or certified on the front page with a clear reference to the number of subsequent pages that are included.

# Example of certification

I certify that this is a true and correct copy of the original document

Signature of Certifier Name of Certifier

Capacity of certifier - e.g. Justice of the Peace

Date of certification (DD/MM/YYYY)

#### List of occupations that can certify (from the Statutory Declaration Regulations 2018)

- Architect
- Chiropractor
- Dentist
- Financial adviser or financial planner
- Legal practitioner
- Medical practitioner
- Midwife
- Migration authorised representative registered under Division 3 of Part 3 of the Migration Act 1958
- Nurse
- Occupational therapist
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon.

# List of persons who can certify

- 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)
- a judge of a court
- a magistrate
- a chief executive officer of a Commonwealth court
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a notary public (for the purposes of the Statutory Declaration Regulations 2018)
- a police officer
- an authorised representative of the Australian Postal Corporation who is in charge of an office supplying
  postal services to the public
- 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
- an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- an officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 2018)
- 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 2018)
- 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
- 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.