



INGOT BROKERS (AUSTRALIA) PTY LTD

Certification of Documents

A certified copy of a document is a copy that has been certified as a true copy of the original by one of the approved persons listed below.

To certify a document, follow these steps:

1. Take the original document and a photocopy to one of the approved persons below

2. All certified copies must contain the statement:

“I certify that this is a true copy of the original document”

3. The certifier must include the following information on the certified copy:

a. Signature

b. Occupation

c. Full Name of Certifier

d. Address of Certifier

e. Registration Number (if applicable)

1. **FOREIGN CUSTOMERS RESIDING OUTSIDE OF AUSTRALIA**

Foreign customers residing outside of Australia may use the following persons to certify documents overseas:

- Australian Consular or an Australian Diplomatic Officer
- Chief executive officer of a Commonwealth court
- Judge, Registrar, or Deputy Registrar of a court
- Justice of the Peace
- Legal practitioner holding a current practicing certificate (or equivalent) in the customer’s country of residence
- Magistrate

- Notary Public
- Officer with a financial service company, which is licensed to provide financial services by the relevant government regulatory body in the customer's country of residence, with 2 or more years of continuous service with one or more licensed financial services companies
- Police officer

2. **AUSTRALIAN CUSTOMERS MAY USE THE FOLLOWING PERSONS TO CERTIFY**

AUSTRALIAN DOCUMENTS:

- Accountant
- Chiropractor
- Dentist
- Legal Practitioner
- Medical Practitioner
- Nurse
- Optometrist
- Pharmacist
- Physiotherapist
- Teacher
- Veterinary Surgeon
- A person who is enrolled on the role of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner
- Australian Postal Corporation employee, Bank officer, Credit Union officer or Finance company officer with 2 or more continuous years of service

- Judge of a court
- Justice of Peace
- Magistrate
- Notary Public
- Police or Sheriff Officer
- Registrar, of Deputy Registrar, of a court