

CERTIFICATION

HOW TO CERTIFY YOUR DOCUMENT

1. The document must be certified by someone who has permission to do so under State law such as Justice of the Peace, Chartered Accountant, Postmaster etc.
2. The certifying officer's name, position and contact number must be clearly stated on the document
3. All pages of the document must be certified.
4. The certification must contain a statement to the effect that it is a 'true and correct copy' of the original.
5. The stamp and/or statement and signature of the authorised person must be original. No photocopies or faxes of the certification are acceptable

EXAMPLES OF CORRECT CERTIFICATION ARE PROVIDED BELOW:

I certify that this, and the following 3 pages,
are a true and correct copy of the original
document

Name: *John A. Sample*
Signature: *[Signature]*
Position: *Senior Constable
Victoria Police*
Dated: *30/07/2011*
Contact number: *0123 456 789*

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

Accountant.....*J. Sample*.....
Date.....*30/07/11*.....

SMITH ST ACCOUNTING PTY LTD

John A Sample C.P.A.
45 Smith st Palookaville 1234 Tel:1234 5678

THE FOLLOWING ARE EXAMPLES OF INDIVIDUALS WHO MAY CERTIFY A DOCUMENT:

- > Chartered accountant (C.A)
- > Certified practicing accountant (C.P.A)
- > Postmaster
- > Australian Defence Force officer
- > Justice of the Peace
- > Member of the police force
- > Legally qualified medical practitioner
- > Pharmacist
- > Manager of a bank, building society or credit union
- > Marriage celebrant - civil or religious
- > Diplomatic or consular officer
- > Barrister or solicitor or a clerk to a barrister and solicitor
- > Sheriff or a deputy sheriff
- > Notary public
- > Commissioner for affidavits or declarations
- > Officer of the court - Magistrates, County or Supreme
- > Minister of Parliament of the Commonwealth or the State Government
- > A Fellow of the Institute of Legal Executives (Victoria only).

Important note: Computershare will not accept documents certified by individual(s) who are also signatories to the requested transaction.

Please ONLY send in certified copies of documents as return of original documents may incur a fee.

This document has been prepared to assist in understanding how to certify documents. The list of persons able to certify documents is only intended as a guide and should in no way be regarded as a complete list of approved certifiers under federal and state laws.

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