

What is a 'certified copy' of document?

A certified copy is a document that has been approved as a true copy of an original document.

Why 'certify' a copy?

Where you are unable to present your original identification documents in person at a Suncorp branch, we may accept certified copies of your identification documents instead.

A) You may be unable to provide the ORIGINAL copy of Identification or supporting documents (e.g. Enduring Power of Attorney, Trust Deeds, Wills etc)

In these circumstances you may already have a 'certified copy' of the identification or supporting documents we are requesting. Go to Step 3

If you do not have a 'certified copy' to return to us immediately go to Step 1.

B) You may be unable to present your identification in person at a Suncorp branch. Go to Step 1.

How do I have a document certified?

Step 1

Photocopy the original document and take the original and the copy to a Certifier (for information on "acceptable certifiers", refer to the enclosed List of Acceptable Certifiers as authorised by Suncorp).

Step 2

The Certifier will endorse the copy with the following requirements:

- a) The statement that **"I certify that I have sighted the original document and this is a true copy of it"**.
- b) FULL PRINTED NAME of the Certifier (e.g. Michelle Helena Citizen)
- c) DATE that the document was certified
- d) SIGNATURE of the Certifier
- e) CAPACITY or QUALIFICATION in which they have certified the document (e.g. JP, Solicitor, etc)
- f) REGISTRATION NUMBER (if applicable)

Note: The Certifier will check the copy is accurate and that no alterations have been made. This can be time consuming when a document contains a large number of pages or is of a technical nature.

- g) Variation for multi page documents (e.g. Trust deeds)
 - The Certifier should endorse the first page as per above requirements (a-f)
 - The Certifier should endorse the last page "I certify that I have sighted the original document (containing xx pages) and this is a true copy of it".
 - The Certifier should then sign or initial each page of the copy and number as Page1 of xx, Page 2 of xx, and so on.

Step 3

Return certified copies of identification or supporting documents to your Suncorp representative.

Your Suncorp representative is - Name: _____

Mail: IPC _____

GPO BOX 1453 Brisbane Qld 4001

List of Acceptable Certifiers (as authorised by Suncorp)

Bailiff	Chief Executive Officer of a Commonwealth Court
Chiropractor	Clerk of a Court
Commissioner for Affidavits	Commissioner for Declarations
Dentist	Judge of a Court
Justice of the Peace	Magistrate
Master of a Court	Medical Practitioner
Member of Chartered Secretaries Australia	Member of Engineers Australia (other than at the grade of student)
Nurse	Optometrist
Patent Attorney	Pharmacist
Physiotherapist	Police Officer
Psychologist	Registrar or Deputy Registrar
Sheriff	Sheriff's Officer
Trade Marks Attorney	Veterinary Surgeon

A Fellow of the National Tax Accountants' Association

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

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

A permanent employee of, the Commonwealth/a State/a Territory; or a Commonwealth/State/Territory authority; or a local government authority, with 2 or more years of continuous service who is not specified in another item in Part 2 of the *Statutory Declaration Regulations 1993*

A person who is enrolled on the roll of the Supreme Court of a State/Territory, or the High Court of Australia, as a Legal Practitioner (however described)

An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

An Australian Consular Officer of an Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

An employee of the Australian Trade Commission, who is in a country or place outside of Australia; authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and exercising his/her function in that place.

An employee of the Commonwealth, who is in a country or place outside of Australia; authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and exercising his/her function in that place.

An officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the *Statutory Declaration Regulations 1993*)

An officer with, or authorised representative of, a holder of an Australian Financial Services license, having 2 or more continuous years of service with one or more licenses

Marriage Celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Member of parliament of the Commonwealth/State/Territory/local government authority of a State or Territory

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force, who is an officer/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

Minister of Religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary Public (for the purposes of the *Statutory Declaration Regulations 1993*)

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Senior Executive Service employee of the Commonwealth/State/Territory/local government authority of a State or Territory

Teacher employed on a full time basis at a school or tertiary education institution