

# Certification of Original Documentation

If you are required to submit certified documents to CA ANZ as part of your application, review the following to ensure your documents are ready for submission.

We will accept certified documents provided they are correctly certified as a true copy of the original.

Suggested wording for certification is as follows:

I certify that this is a true copy of the document produced to me on {Date}.

Signature:

Name:

Phone number:

Qualification: (e.g. CA, JP, Pharmacist)

Membership number (if applicable):

Documents with multiple pages:

If your documents have multiple pages, each page must be signed or initialled with the last page carrying the primary certification statement as suggested above.

## Acceptable authorities for certifying documents

### Australia

- Chartered Accountant Australia and New Zealand member (must include membership number)
- Australian Certified Practising Accountant (must include membership number)
- Australian or New Zealand embassy/ consulate/high commission staff
- Teacher employed on a full-time basis at a school or tertiary education institution
- Notary public
- Solicitor / legal practitioner
- Magistrate
- Justice of the Peace
- Commissioner for Declarations
- Commissioner for Affidavits
- Police officer

- Pharmacist
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Bank officer with 5 or more continuous years of service
- Dentist
- Medical practitioner
- Veterinary surgeon
- Australian Registered Migration Agent (must include MARA registration number)

For a full list of certifying agents in Australia, refer to Statutory Declarations Regulations 1993–Schedule 2 (Cth).

### **New Zealand**

- Chartered Accountant Australia and New Zealand member (must include membership number)
- Notary public
- Solicitor / legal practitioner
- Magistrate
- Justice of the Peace
- Australian or New Zealand embassy/consulate/high commission staff

For a full list of certifying agents in New Zealand, refer to the Section 9 of the Oaths and Declarations Act 1957 (NZ).

### **Overseas**

A photocopied document must be certified as a true copy of the original by anyone who is currently employed as an authorised officer at:

- the institution that originally issued the documents; or an Australian or New Zealand overseas diplomatic mission.
- notary publics
- staff at your nearest Australian or New Zealand embassy, high commission, or consulate.

An authorised certifier in the presence of the applicant should certify that each copy is a true and correct copy of the original document, by:

- stamping, signing and annotating the copy of the document to state 'I have sighted the original document and certify this to be a true and correct copy of the original document sighted'
- initialling each page
- listing their name, date of certification, telephone number and position.

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**For further information:**

**Contact Centre**

Australia 1300 137 322

New Zealand 0800 4 69422

[service@charteredaccountantsanz.com](mailto:service@charteredaccountantsanz.com)

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