

# Guide:

## Document certification requirements

### Helping meet your regulatory obligations to prevent money laundering and terrorism financing

Financial advisers play a critical role as a gatekeeper to financial transactions, and your close client relationships allow you to identify potential money laundering or terrorist financing activities. To support you, we've developed this guide on **certification requirements**, a key part of meeting your anti-money laundering and counter-terrorism financing obligations.

#### What you need to know as a certifying adviser or when accepting certified copies of verification documents

Our certification requirements are to ensure the documents we rely on to understand our clients are reliable and meet our legal responsibilities. This is part of our regulatory obligation to detect and prevent money laundering and terrorism financing.

When accepting a certified copy of an original verification document or when certifying a copy yourself, please ensure you follow the standards outlined below.

- The certification must include the following **mandatory certification elements**:
  - 1. Certifier's full name**
  - 2. Certifier's qualification and capacity to certify (including years of service where applicable).** If completed by an IFA this would be recorded as 'Financial Adviser' or 'Financial Planner', in this instance the years of service is not required.
  - 3. Certifier's signature** (digital signature is not permitted)
  - 4. Date**
  - 5. Certification statement** - To the effect of "I certify that this a true copy of the original document which I have sighted".
- You or the certifier must have sighted the original document in person (not over video conference).
- The original ID document must not be expired (or if it's a passport - not expired for more than two years).
- The copy of the document must be fresh (meaning it must not be certified on the same copy as a previously certified document).
- The certification is completed on the same page as the document image. If this isn't possible, a reference to the document must be included (such as the document number or full name).

- If accepting a certified copy:
  - certified by an employee of an adviser firm and the adviser firm is a holder (or authorised representative of a holder) of an Australian Financial Services Licence, the employee can certify but must have been employed at the firm for at least two or more consecutive years.
  - the certification date is not older than 12 months of acceptance;
  - the certifier is not the client and is not related to the client or to the application (unless they are an adviser who may also be a signatory on the account or a lawyer who may also be a settlor on a trust deed).

**Tip:** If the document doesn't meet our certification standards initially, we ask that you don't rely on the previously copied document to complete the 'Record of Verification.' Instead, you'll need to provide another fresh copy of the original sighted document (meaning the original invalid certification cannot be amended).

### Who can certify a document?

There are a number of individuals who can certify a client's verification document, including, but not limited to a: legal practitioner, medical practitioner, architect, dentist, chiropractor, financial adviser or a financial planner.

#### When years of service matters:

A certifier's capacity to certify a verification document may be dependent on two or more years of continuous service in a particular role. Certifiers whose capacity is dependent on years of service include, but are not limited to:

- an officer with, or authorised representative of, a holder of an Australian financial services licence, must have two or more years of consecutive service with one or more licensees (excluding a financial planner or financial adviser)
- a bank officer with two or more years of consecutive service as a bank officer
- a permanent employee of the Australian Postal Corporation who is employed at an office providing postal services to the public.

In these circumstances, the certifier must include the relevant years of service in the certification statement for it to be valid. Visit our [Help Centre](#) to see the full list of approved certifiers and more information about these requirements.

### What if a certified document is in a foreign language?

There may be circumstances where a client produces a certified verification document in a language other than English. In these circumstances, the document must be translated by an accredited translator. This means, a person who:

- is currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd. (NAATI) at the level of certified translator, or above, to translate from a language other than English into English, or
- currently holds an accreditation that is consistent with the standard specified above.

A translation of any document must include a summary containing the following information:

- name of the translator
- relevant qualification and level (e.g. NAATI, Certified Translator)
- date of the translation
- description of the type of document and its contents.



### Need more information?

Visit our [Help Centre](#) for more information on our certification standards.