

Definition of 'certified copy' and 'certified extract'

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AUSTRAC has released [AML/CTF Rules Amendment Instrument 2009 \(No. 4\)](#), dated 20 August 2009, which amends the definitions of 'certified copy' and 'certified extract' contained in [Chapter 1 of the AML/CTF Rules](#).

The amended rules increase the list of persons who can certify documents and extracts of documents as being true copies of an original document.

AML/CTF rules

According to the amended rules, a *certified copy* means a document that has been certified as a true copy of an original document by one of the following persons:

- 1) (*new rule*) a person who, under a law in force in a State or Territory, is currently licensed or registered to practise in an occupation listed in Part 1 of Schedule 2 of the [Statutory Declarations Regulations 1993](#);
- 2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);
- 3) (*new rule*) a person listed in Part 2 of Schedule 2 of the [Statutory Declarations Regulations 1993](#). For the purposes of these Rules, where Part 2 uses the term '5 or more years of continuous service', this should be read as '2 or more years of continuous service';
- 4) an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees.

Similarly, a *certified extract* means an extract that has been certified as a true copy of some of the information contained in a complete original document, by one of the persons described in paragraphs 1) to 4) above.

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How documents need to be certified

As per Aon Consulting's Joint AML/CTF Compliance Program, the following process must be followed when certifying identification documents:

- ↘ All copied pages of original proof of ID documents must be certified.
- ↘ The authorised individual must ensure that the original and the copy are identical; then write or stamp on the copied document 'certified true copy'. This must be followed by the date and signature, printed name and qualification of the authorised individual.
- ↘ In cases where an extract of a document is photocopied to verify customer ID, the authorised individual should write or stamp 'certified true extract'.

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