

Please use this guide to ensure your documents are certified in line with the requirements of Greater Bank.

Your documents can be returned in person to any Greater Bank branch or by posting the certified document to our postal address.

**REQUIREMENTS**

- The person certifying the document must have sighted the original document/s
- Certified copies of previously certified copies will not be accepted. A certified copy of the original document which meets the criteria listed below must be provided.
- A list of authorised certifiers and the legal requirements are available on the Australian Government website. You can check this page and/or Greater Bank's website to ensure the occupation listed meets certification requirements.
- A person may not certify their own documents.

If any of these requirements are not met, the certified copy cannot be accepted.

**A certified copy of the original document must also meet the below criteria for it to be accepted by Greater Bank:**

The authorised certifier is required to write or stamp on the document:

For a single page document	<ul style="list-style-type: none"> <li>- 'This is a certified true copy of the original as sighted by me' and;</li> <li>- Sign and date the first page of the document</li> </ul>
For a document with more than one page	<ul style="list-style-type: none"> <li>- On the first page: 'I certify this and the following [number of pages] pages to be a true copy of the original as sighted by me' and;</li> <li>- Sign and date the first page and Initial all other pages.</li> </ul>

The authorised certifier must include (this should be clearly printed or evident in any official stamp that is used):

- Their full name
- Their occupation or capacity (e.g. Justice of the Peace)
- Where relevant, the registration number of the person certifying the document (for example a Justice of the Peace must include their registration number when certifying a document).
- Daytime contact number of the person certifying the document and;
- Their address (optional)