corval | avenue

Send this completed form and relevant identification documents to:

By mail: Corval Avenue Limited
PO Box R1297
Royal Exchange
NSW 1225

By email: investor@corvalavenue.com

Corval Avenue Limited ABN 54 089 265 270
AFSL 238546

Corval Avenue Select Credit Fund

ARSN 090 994 326

Application Form

OCTOBER 2025

This application form (**Application Form**) accompanies the Product Disclosure Statement (**PDS**) for the Corval Avenue Select Credit Fund (**Fund**) dated **1 October 2025**. The most recent version of the PDS and Target Market Determination (**TMD**) are available at www.corvalavenue.com.

You should read the PDS and the TMD in full and the declarations and acknowledgments contained in section H of this Application Form before applying for membership of the Fund.

Application for membership of the Fund is only considered on receipt of:

- This fully completed Application Form;
- Certified copies of relevant identification documents; and
- Payment in full of cleared funds.

Please note that this Application Form is to apply for Fund Membership only. To participate in a Mortgage Investment, please sign and accept the relevant Syndicate PDS.

Minimum initial investment: $20,000

Existing investors who wish to make an additional investment should complete the Additional Investment Form available at www.corvalavenue.com.

Investing via Financial Adviser

If you are investing via a financial adviser, you and your adviser must complete section F of this form. You will not need to provide certified identification documents to Corval Avenue as section F will bind your financial adviser to make those documents available to Corval Avenue for the purpose of complying with Australia's Anti-Money Laundering and Counter-Terrorism Financing laws and regulations (**AML/CTF Laws**).

Fields marked with an asterisk (*) must be completed for the purpose of complying with AML/CTF Laws.

Unless the context requires otherwise, all capitalised words in this Application Form have the meaning given to them in the PDS.

CHECKLIST

Please ensure you have completed all of the requirements in the checklist below in order for your application to proceed.

- ☐ Completed application form
- ☐ Arranged a direct credit transfer or attached a cheque made payable to Corval Avenue Limited
- ☐ Attached certified copies of relevant identification documents
- ☐ Signed the application form
- ☐ Read the PDS and TMD
- ☐ Completed sections D and E and the fields marked with an asterisk (*)

SECTION A: INDIVIDUAL / JOINT INVESTORS / INDIVIDUAL TRUSTEE(S) / SOLE TRADER / COMPANY DIRECTOR / PARTNER

INVESTOR DETAILS

Investor 1 *(Tick only one)*

Investor type: ☐ individual ☐ joint investors ☐ individual trustee(s) ☐ sole trader ☐ company director ☐ partner

Title

Full given name(s)

Surname

Other names known by

Date of birth / /

Tax File Number

Residential address (no PO Boxes)

Street name

Suburb

State

Postcode

Contact number – mobile

Email address

Tax Residence Country: *(Tick only one)*

☐ Tax resident in Australia only

☐ Tax resident of another country outside of Australia (or a US Citizen). If you tick this box, please complete the Taxation Information in section G

Investor 2 (if applicable)

Title

Full given name(s)

Surname

Other names known by

Date of birth / /

Tax File Number

Residential address (no PO Boxes)

Street name

Suburb

State

Postcode

Contact number – mobile

Email address

Tax Residence Country: *(Tick only one)*

☐ Tax resident in Australia only

☐ Tax resident of another country outside of Australia (or a US Citizen). If you tick this box, please complete the Taxation Information in section G

Investor 3 (if applicable)

Title

Full given name(s)

Surname

Other names known by

Date of birth / /

Tax File Number

Residential address (no PO Boxes)

Street name

Suburb

State

Postcode

Contact number – mobile

Email address

Tax Residence Country: *(Tick only one)*

☐ Tax resident in Australia only

☐ Tax resident of another country outside of Australia (or a US Citizen). If you tick this box, please complete the Taxation Information in section G

If there are more than three individual investors or individuals named in section B, please attach details to this application.

FURTHER INFORMATION – SOLE TRADERS / PARTNERSHIPS

Full business name (if any)

Australian business number

Address of principal place of business (no PO Boxes)

Street name

Suburb

State

Postcode

IDENTIFICATION DOCUMENTS

AML/CTF Laws require Corval Avenue to collect and verify information about your identity before providing services to you. A certified copy of identification for each Investor (section A) or Individual (section B) MUST be attached to this application (certified within the last 6 months).

Please provide a certified copy of ONE of the following identification documents:

– Australian State / Territory driver's licence

– Australian passport (that has expired within the preceding 2 years is acceptable)

SECTION B: COMPANY / CORPORATE TRUSTEE / ASSOCIATIONS

Note: Section A is required to be completed for all individuals named in this section. If you are investing in the name of a company, corporate trustee, partnership or other entity, please complete the following:

Entity type *(Tick only one)*

☐ Company *(If ticked please tick one of the below)*

- ☐ Public – Listed
- ☐ Public – Unlisted
- ☐ Private / Proprietary

☐ Association ☐ Custodian ☐ Other

COMPANY DETAILS

Full name of entity

ACN/ARBN

Tax File Number of Exemption Reason

Country of Establishment

Registered Office Address

Street name

Suburb

State

Postcode

Principal Place of Business *(Tick only one)*

☐ Same as registered office; or ☐ Address

Street name

Suburb

State

Postcode

Contact number

Email address

TAX RESIDENCE COUNTRY

Please select the most appropriate box from the below: *(Tick only one)*

☐ Australian superannuation fund (i.e. a superannuation entity or public sector superannuation scheme (including an exempt public sector superannuation scheme or self-managed superannuation fund); or

☐ Australian 'Financial Institution' for FATCA and CRS purposes; or

☐ Listed public company the stock of which is regularly traded on an established securities market; or

☐ Tax Resident in Australia only, Non Financial Institution whose:

- Earnings from 'Investment income (including property)' was <50% of the Entity's revenues in the preceding reporting period; and
- Assets that generate such income were <50% of the Entity's assets in that period, (i.e. Active NFFE/NFE for FATCA/FRS purposes); or

☐ None of the above. If you tick this box, please complete the Taxation Information in section G

DIRECTORS

(only needs to be completed for proprietary companies)

Please Note: Section A is required to be completed for all individuals named below.

Provide full name of each director below

Director 1

Full given name(s)

Surname

Director 2

Full given name(s)

Surname

Director 3

Full given name(s)

Surname

SHAREHOLDER BENEFICIAL OWNERS

(only needs to be completed for unlisted public companies and proprietary companies that are not regulated companies)

Please Note: Section A is required to be completed for all individuals named below.

Are there any individuals who ultimately own 25% or more of the company's issued share capital (through direct or indirect shareholdings) or any individual who directly or indirectly control[1] the company (Agent).

[1]includes exercising control through the capacity to determine decisions about financial or operating policies; or by means of trusts, agreements, arrangements, understanding and practices; voting rights of 25%; or power of veto. If no such person can be identified, then the most senior managing official/s of the company (such as the managing director or directors who are authorised to sign on the company's behalf).

Beneficial Owner 1

Full given name(s)

Surname

Date of birth / /

Residential address (no PO Boxes)

Street name

Suburb

State

Postcode

Country

Email address

Beneficial Owner 2

Full given name(s)

Surname

Date of birth / /

Residential address (no PO Boxes)

Street name

Suburb

State

Postcode

Country

Email address

Beneficial Owner 3

Full given name(s)

Surname

Date of birth / /

Residential address (no PO Boxes)

Street name

Suburb

State

Postcode

Country

Email address

If there are more Beneficial Owners, provide details on a separate sheet.

Further information – Associations

Full name and address of the chairman, secretary and treasurer (or equivalent of these positions)

Chairman

Full given name(s)

Surname

Residential address (no PO Boxes)

Street name

Suburb

State

Postcode

Secretary

Full given name(s)

Surname

Residential address (no PO Boxes)

Street name

Suburb

State

Postcode

Treasurer

Full given name(s)

Surname

Residential address (no PO Boxes)

Street name

Suburb

State

Postcode

Other

Full given name(s)

Surname

Residential address (no PO Boxes)

Street name

Suburb

State

Postcode

IDENTIFICATION DOCUMENTS

AML/CTF Laws require Corval Avenue to collect and verify information about the company before providing services. Please provide a certified copy of ONE of the following identification documents (certified within the last 6 months):

- A certificate of registration or incorporation issued by ASIC or the relevant foreign registration body (must include full company name, name of registration body, company identification number, and type of company – private or public); or
- The most recent Company Statement issued by ASIC.

SECTION C: TRUST / SUPERANNUATION FUND

Note: Section A is required to be completed for all individuals named in this section. If the Trustee is a Company, section B is required to be completed.

TRUST DETAILS *(if applicable)*

Full name of trust

Trustee

If the Trustee is an individual, section A must be completed.

If the Trustee is a Company, section B must be completed.

TYPE OF REGULATED TRUST *(if applicable)*

Select ONE of the following types of Regulated Trust

☐ Self-Managed Superannuation Fund
Provide the SMSF's ABN

☐ Registered managed investment scheme
Provide Australian Registered Scheme Number (ARSN)

☐ Unregistered managed investment scheme *(Where the scheme is not registered by ASIC, only has wholesale clients and does not make small scale offerings to which section 1012E of the Corporations Act 2001 applies)*
Provide the unregistered managed investment scheme's ABN

☐ Government superannuation fund
Provide name of the legislation establishing the fund

☐ Other regulated Trust *(a trust that is subject to the regulatory oversight of a Commonwealth, State or Territory statutory regulator such as an approved deposit fund, a pooled superannuation trust or an APRA-regulated superannuation fund)*
Provide name of the regulator (e.g. ASIC, APRA, ATO)

Provide the Trust's ABN or registration/licensing details

TYPE OF UNREGULATED TRUST *(if applicable)*

Select ONE of the following types of Unregulated Trust

☐ Family Trust

☐ Charitable Trust

☐ Testamentary Trust

☐ Other trust type (e.g. unit) ______________________

Full name of Settlor of trust ______________________

BENEFICIARIES

Please Note: Section A is required to be completed for all individuals named below.

Beneficiary 1

Full given name(s)

Surname

Date of birth / /

Residential address (no PO Boxes)

Street name

Suburb

State

Postcode

Beneficiary 2

Full given name(s)

Surname

Date of birth / /

Residential address (no PO Boxes)

Street name

Suburb

State

Postcode

Beneficiary 3

Full given name(s)

Surname

Date of birth / /

Residential address (no PO Boxes)

Street name

Suburb

State

Postcode

If there are more Beneficiaries, provide details on a separate sheet.

IDENTIFICATION DOCUMENTS

AML/CTF Laws require Corval Avenue to collect and verify information about the trust before providing services. Please provide a certified copy of ONE of the following identification documents (certified within the last 6 months):

– Certified copy or certified extract of Trust Deeds (and any variations) containing the cover page, recitals and signature page; or

– Reliable and independent documents relating to the trust; and

– Relevant identification documents for the Trustee.

SECTION D: INVESTMENT DETAILS

Note: Section A is required to be completed for all individuals named in this section. If the Trustee is a Company, section B is required to be completed.

INVESTMENT AMOUNT (minimum initial investment of $20,000) *(Tick only one)*

☐ Electronic funds transfer or direct deposit to:

Bank	Commonwealth Bank of Australia
Account name	Corval Avenue Limited
BSB	062 217
Account number	1028 5206
Date of transfer	/ /
Reference	
Branch	

☐ Cheque made payable to Corval Avenue Limited and mailed to our address

***SOURCE OF FUNDS** *(mark all boxes that apply)*

☐ Employment
☐ Inheritance/gift
☐ Superannuation savings
☐ Financial investments
☐ Proceeds from asset sale
☐ Business activities
☐ Other (please specify)

***TARGET MARKET DETERMINATION QUESTIONNAIRE**

Only direct retail investors are required to answer all the questions below while wholesale, advised and indirect investors are not.

The following questions may assist Corval Avenue in meeting its regulatory obligations by determining whether the Fund is being offered to the stated target market.

Before proceeding, we recommend you:

– Review the Target Market Determination which can be found at www.corvalavenue.com

– Review the PDS, in particular, Section 6: Risks

– Seek personal advice from your financial adviser or other professional advisers.

FINANCIAL ADVICE *(Tick only one)*

Have you received personal financial advice from a licensed financial adviser in relation to this investment?

☐ Yes, please have your advisor complete section F.
☐ No, please answer the questions below.

What is your primary investment objective for investing in the Fund? *(tick one option only)*

☐ Income distributions

☐ Capital growth

☐ Capital guaranteed

MORE INFORMATION

What is an income distribution?

An income distribution is the periodic payment of income from the Fund's assets to its investors.

What is capital growth?

Capital growth in an investment is the increase in value of an investment over time.

What is capital guaranteed?

A capital guaranteed investment is an investment in which the investor's principal is shielded from any loss of value over time.

What percentage of your total investable assets, excluding your residential home, have you allocated / do you intend to allocate to the Fund in total as part of your diversified portfolio of investable assets?

Please enter a percentage up to 100%: ☐☐☐

MORE INFORMATION

What are investable assets?

Investable assets are the financial resources you have available for investment purposes, excluding your primary residence and the money you need for daily living expenses; for example, bills and mortgage payments.

What is diversification?

Diversification is typically achieved by spreading your investable assets across different asset classes and sectors. The aim of diversification is typically to lower your overall portfolio's risk, in some cases by limiting exposure to the performance of any individual investment type; and achieving more stable returns by avoiding significant losses of capital if a particular investment underperforms. It is important to consider diversification when building an investment portfolio.

Which of the following best describes your tolerance for loss of your CAPITAL that is invested in the Fund (having regard to your response to question 2 above):

☐ **Low** – For my/our investment in the Fund, I/we cannot afford to lose any capital.

☐ **Medium** – For my/our investment in the Fund, I/we accept that I/we could lose some capital.

☐ **High** – For my/our investment in the Fund, I/we accept that I/we could lose all my/our capital.

MORE INFORMATION

What is capital loss?

Capital loss in an investment is the decrease in value of an investment over time.

INCOME DISTRIBUTIONS are subject to risks, including interest payment loss due to borrower defaults. Accordingly, there are circumstances where income distributions in relation to a Mortgage Investment may be delayed or, in exceptional circumstances, not paid at all.

If income distributions are delayed or not paid at all, would you be able to meet your ongoing financial obligations and commitments?

☐ Yes

☐ No

MORE INFORMATION

What is interest payment loss?

Interest payment loss is the delay or cessation of the periodic payments of interest from a borrower attached to a Mortgage Investment to its investors.

What is your intended timeframe for investing in a Mortgage Investment?

☐☐ (number) ☐ Months OR ☐ Years

The investment term for Mortgage Investments is generally for a fixed period from 6 to 36 months.
Once your money is allocated to a Mortgage Investment, you will not have access to your money at least until the end of the term of that Mortgage Investment. Would you be able to meet your ongoing financial obligations and commitments if you are not able to access your money until after the end of the loan term(s) applicable to the Mortgage Investment(s) you have invested in?

☐ Yes

☐ No

MORE INFORMATION

What is Mortgage Investment?

Each Mortgage Investment is a separate Syndicate which offers investors direct exposure to a single registered first or second mortgage loan that the investor has selected exposure to. The investment outcomes, including the target rate of return, duration of investment and capital security of funds invested are isolated to each Mortgage Investment. Interests in each Mortgage Investment are issued via their own Syndicate PDS which sets out the particulars of the loan, including the applicable loan term and interest rate.

The investment term of a Mortgage Investment may be extended past its maturity date if Corval Avenue believes it is in the Syndicate Members' best interests and may be required to provide borrowers with extra time to complete the loan renewal process, finalise the refinance or repayment of the loan or the sale of the Security Property. Would you be able to meet your ongoing financial obligations and commitments if you are not able to access your money where the Mortgage Investment is extended in such circumstances?

☐ Yes

☐ No

Holding Moneys may be accessed at any time before they are committed to a Mortgage Investment upon 10 days' notice. Holding Moneys that have been committed to a Mortgage Investment are not redeemable whatsoever for up to 60 days from the issue date of the Syndicate PDS, which represents the time allowed for a loan to reach settlement. If settlement is not reached within 60 days, those Holding Moneys will no longer be committed and may be redeemed upon 10 days' notice or re-allocated to a different Mortgage Investment. Would you be able to meet your ongoing financial obligations and commitments without urgent access to your Holding Moneys?

☐ Yes

☐ No

MORE INFORMATION

What are Holding Moneys?

Holding Moneys are your moneys that are held in the Fund Account while not invested in a Mortgage Investment.

What is the Fund Account?

The Fund Account is a bank account in which Holding Moneys are held. The Fund Account is not an at call account, and capital cannot be accessed on an urgent basis. The purpose of the Fund Account is intended to be an access point to the Mortgage Investments. To access a Mortgage Investment, you must first invest in the Fund Account. Conversely, when a Mortgage Investment matures, capital is returned to the Fund Account prior to being returned to you.

SECTION E: INSTRUCTIONS

PAYMENT INSTRUCTIONS – DISTRIBUTION AND REDEMPTION

The nominated bank must be an Australian Authorised Deposit Taking Institution. Corval Avenue will not issue cheques for income distributions or redemption payments.

Bank

Account name

BSB

Account number

Branch

REPORTING

Please indicate your preference for contact by marking the appropriate box.

All correspondence is to be sent to:

- ☐ Investor
- ☐ Adviser/consultant
- ☐ Other as specified below

Full given name(s)

Surname

Email address

Full given name(s)

Surname

Email address

Corval Avenue may still from time to time send you communications via post.

OPERATING AUTHORITY (Optional) *(Tick only one)*

Individuals/Joint Accounts (if no box is marked, we will assume either investor is able to operate the account, including making withdrawal requests and additional applications.)

- ☐ Any to sign
- ☐ Any two to sign
- ☐ Other (name)
- ☐ Capacity

Company, Trust or Superannuation Fund Accounts (if no box is marked, we will assume that either two directors, a director and a secretary or the sole director is required to operate the account). *(Tick only one)*

- ☐ Any to sign (we will send you a separate Authorised Signatories Form to complete)
- ☐ Any two to sign
- ☐ Both to sign
- ☐ Other (name)
- ☐ Capacity

Privacy

Please tick the box below if you consent to your personal information being used for marketing purposes in accordance with the Privacy and Personal Information Statement in the PDS.

☐ I/we wish to receive marketing communications from Corval Avenue.

You may change your election at any time by contacting Corval Avenue.

SECTION F: FINANCIAL ADVISER DETAILS AND CUSTOMER IDENTIFICATION DECLARATION

Complete if applicable

FINANCIAL ADVISER DETAILS

Adviser name

Firm name

Adviser authorised representative no

Phone number

Mobile number

Email address

Business address

Street name

Suburb

State

Postcode

Dealer group name

Dealer group AFS Licence number

Dealer group stamp

FINANCIAL ADVISER TO COMPLETE

Customer Identification Declaration

I confirm that I have completed an appropriate Customer Identification Procedure (CID) on the Investor/s and/or Beneficial Owners which meets the requirements of the AML/CTF Laws. I agree to provide Corval Avenue or its agents with any other information that they may require to support this application.

Please select ONE only:

☐ I have attached the verification documents that were used to perform the CID for this investor and/or beneficial owners;

OR

☐ I have not attached the verification documents but will retain them in accordance with the AML/CTF Laws and agree to provide Corval Avenue or its agents with access to these documents upon request. I also agree that if I become unable to retain the verification documents used for this application in accordance with the requirements of the AML/CTF Laws, I will forward them to Corval Avenue.

Financial product distributed under personal advice

☐ The investor is investing in the product under recommendation of personal advice.

☐ The advice is current.

The investor is within the Target Market Determination

Signature of Financial Adviser

Date

SECTION G: TAX INFORMATION

To be completed if you are a US Citizen or a tax resident of another Country.

TAX INFORMATION – INDIVIDUALS

Tax Residency rules differ by country. Whether an individual is a tax resident of a particular country is often (but not always) based on the amount of time a person spends in a country, the location of a person's residence or place of work. For the US, tax residency can also be as a result of citizenship or residency.

If the individual is a tax resident of a country other than Australia, please provide their tax identification number (TIN) or equivalent below. If they are a tax resident of more than one other country, please list all relevant countries below.

A TIN is the number assigned by each country for the purposes of administering tax laws. This is the equivalent of a Tax File Number in Australia or a Social Security Number in the US. If a TIN is not provided, please list one of the three reasons specified (A, B or C) for not providing a TIN.

Investor name

Country

TIN

If no TIN, list reason A, B or C

Investor name

Country

TIN

If no TIN, list reason A, B or C

If there are more countries, provide details on a separate sheet and tick this box. *(Tick only one)*

- ☐ Reason A The country of tax residency does not issue TINs to tax residents
- ☐ Reason B The individual has not been issued with a TIN
- ☐ Reason C The country of tax residency does not mandate provision of the TIN

TAX INFORMATION - ORGANISATION / TRUSTS

Regulated super funds (Self Managed Superannuation Funds, APRA regulated super funds, government super funds or pooled superannuation trusts are not required to complete this section).

Collection of tax status in accordance with the United States Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standards (CRS).

Tax status

Provide the Trust or Trustee's Global Intermediary Identification Number (GIIN), if applicable

If the Trust or Trustee is a Financial Institution but does not have a GIIN, provide the Trust's FATCA status (select from one of the following statuses).

- ☐ Deemed Compliant Financial Institution
- ☐ Excepted Financial Institution
- ☐ Exempt Beneficial Owner
- ☐ Non Reporting IGA Financial Institution
- ☐ Nonparticipating Financial Institution
- ☐ Other (describe the Trust's FATCA status)

SECTION H: DECLARATION AND SIGNATURE

By signing this application each investor acknowledges and confirms that they:

- Are 18 years of age or over (otherwise applications must be made in the name of, and signed by, a parent/guardian).
- Have received a paper or electronic copy of the PDS dated 1 October 2025 and read the PDS in full before completing this Application Form and the details in this Application Form are true and correct.
- Agree to be bound by the provisions of the Fund Constitution as amended from time to time, a copy of which is available for inspection on request.
- Acknowledge that Corval Avenue reserves the right to refuse or scale back an application in its absolute discretion.
- Acknowledge that a FATCA and CRS self-certification has been made by completing this application.
- Acknowledge that neither Corval Avenue nor any other person guarantees the return of capital, or the performance of any Fund.
- Authorise Corval Avenue to collect, hold, use and disclose personal information about the investor in accordance with Corval Avenue's Privacy Policy which is available at www.corvalavenue.com
- Have notified Corval Avenue in writing if they are a politically exposed person.
- If the Application Form is signed under Power of Attorney, the attorney declares that he/she has not received notice of revocation of that power.
- If investing as trustee on behalf of a superannuation fund or trust, the trustee confirms that they have the power and authority under the relevant trust deed to invest on behalf of the superannuation fund or trust.
- If investing as a company/incorporated association, the investor confirms that they are officers of the company/incorporated association and that they have the authority to bind the company/incorporated association to the investment. If they are a sole signatory signing on behalf of a company, the investor confirms that they are signing as sole director/secretary of the company.
- If investing on behalf of an unincorporated entity, the officer confirms that they have the power and authority under the relevant Rules/Constitution to invest on behalf of the entity.
- In the case of joint applications, the investors agree to hold the investment as joint tenants and acknowledge that, unless otherwise stated, either investor is able to operate the account, including making withdrawal requests and additional applications.
- Acknowledge that Corval Avenue has sole discretion to accept documents signed electronically or submitted as scanned or digital copies. If Corval Avenue accepts such a document, it will be entitled to assume (without making any further enquiries) all signatures are valid and the scanned or digital copy is a true copy of the original document. The investor releases Corval Avenue and its related or associated entities from all claims, costs, and liabilities arising from this acceptance.
- Other than as disclosed in this Application Form, confirm they are not a US Person and undertake to notify Corval Avenue in writing as soon as practicable if they later become a US Person.
- Are not aware and have no reason to suspect that the monies used to fund the investment in the Fund have been or will be derived from or related to any money laundering, terrorism financing or similar or other activities illegal under applicable laws or regulations or otherwise prohibited under any international convention or agreement (AML/CTF Laws).

EXECUTION CLAUSES

Signature 1	Signature 2
Name	Name
Date	Date

Title *(Tick only one)*

- Investor 1 (individual) ☐
- Director ☐
- Secretary ☐
- Sole director & secretary ☐
- Non-corporate trustee ☐
- Partner ☐
- Attorney ☐
- Other office bearer (please specify):

Title *(Tick only one)*

- Investor 2 (individual) ☐
- Director ☐
- Secretary ☐
- Sole director & secretary ☐
- Non-corporate trustee ☐
- Partner ☐
- Attorney ☐
- Other office bearer (please specify):

SECTION I: CERTIFIED DOCUMENTS

WHAT DOES 'CERTIFIED COPY' MEAN?

Certified copy means a document that has been certified as a true copy of an original document. The certifier should sign the copy document (printing his/her name clearly underneath) and clearly indicate his/her position or capacity together with a contact address and phone number. The certifier must indicate that the document is a true copy of the original and that any photo is a true likeness of the person. The certified copy must not be more than 6 months old.

WHAT DOES 'CERTIFIED EXTRACT' MEAN?

Certified extract means an extract that has been certified as a true copy of some of the information contained in a complete original document.

WHO CAN CERTIFY DOCUMENTS OR EXTRACTS?

Please who can certify documents or extracts are:

1. (a lawyer) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or High Court of Australia, as a legal practitioner (however described);
2. a judge of a court;
3. a magistrate;
4. a chief executive officer of a Commonwealth court
5. a registrar or deputy registrar of a court;
6. a Justice of Peace;
7. a notary public (for the purposes of the Statutory Declaration Regulations 1993);
8. a police officer;
9. (a postal agent) an agent of the Australian Postal Corporation who is in charge of an office supplying postal services
to the public;
10. (the post office) a permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public;
11. an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
12. an officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993);
13. a finance company officer with 2 or more continuous years of service with one or more financial companies (for the purposes of the Statutory Declaration Regulations 1993);
14. an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees; and
15. (an accountant) 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.