



## Supporting Documentation Required

### *Change of Name for Individuals*

- A certified copy of Certificate of Marriage
  - If the maiden name on the marriage certificate does not match the currently registered name, additional certified documentation (that is marriage, divorce, change of name documents) must be provided to evidence the link.
- A certified copy of the amended Birth Certificate; or
- A certified copy of Certificate of Name Change

### *Change of Name for a Company*

- A certified copy of the Certificate of Registration on Change of Name (ASIC)

## How to certify your documents

1. All pages of the document are required to be certified
2. The certification must contain a statement to the effect that it is a 'true and correct copy' of the original
3. The certification must be original (that is, no photocopies or faxes of a certified copy are acceptable)
4. All certifying officer's names and contact details must be clearly stated on all certified documents.

### Who can certify your documents:

- Chartered accountant (C.A)
- Certified practicing accountant (C.P.A)
- Postmaster
- alian Defence Force officer
- Justice of the Peace
- Member of the police force
- Legally qualified medical practitioner
- Pharmacist
- Manager of a bank, building society or credit union
- Diplomatic or consular officer
- Marriage celebrant – civil or religious
- Barrister or solicitor or a clerk to a barrister or solicitor
- Sheriff or a deputy sheriff
- Notary public
- Commissioner for affidavits or declarations
- Officer of the court – Magistrates, Country or Supreme
- Minister of Parliament of the Commonwealth or the State Government
- A Fellow of the Institute of Legal Executives (**Victoria only**).

## Privacy Statement

The personal information provided in this form is collected by Boardroom Pty Limited, as registrar for the issuer of the securities you hold. Boardroom Pty Limited's privacy policy can be viewed on our website ([www.boardroomlimited.com.au](http://www.boardroomlimited.com.au)).

Your personal information is required for administration of the register of securityholdings. Should some or all of the requested information not be provided correct administration of your securityholding may not be possible. Your personal information may be disclosed to the issuer of the securities you hold, its or our related bodies corporate, external service companies such as print or mail service providers or otherwise as permitted by law. If, in accordance with the provisions of the Corporations Act the issuer of the securities you hold approves, you may be sent marketing material in addition to general corporate communications. You may elect not to receive marketing material by contacting Boardroom Pty Limited.

## Please return the completed form by post:

**Post** Boardroom Pty Limited  
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Sydney  
NSW 2001