# STATUTORY DECLARATION

## Instructions for completing a statutory declaration

Please complete the following form using the notes in the left-hand margin for guidance. More guidance on making statutory declarations can be found at [www.justice.vic.gov.au](http://www.justice.vic.gov.au).

When making the statutory declaration the declarant must say aloud:

I, [full name of person making declaration] of [address], declare that the contents of this statutory declaration are true and correct.

|  |  |
| --- | --- |
| Insert the name, address and occupation (or alternatively, unemployed or retired or child) of person making the statutory declaration. | I,  make the following statutory declaration under the **Oaths and Affirmations Act 2018:** |
| Set out matter declared to in numbered paragraphs. Add numbers as necessary. | 1. I am a Director of the [insert name of Recipient] (the Recipient). 2. The Recipient has complied with all of its obligations under the Grant Agreement dated [insert date] (the Agreement) between the Recipient and the State of Victoria. 3. The Recipient has incurred [$#] of Project Expenditure as at [insert date] in accordance with the terms of the Agreement.   The accounts relating to the Project as attached to this Statutory Declaration are true and correct.\* |
|  | **I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.** |
| Insert the name, address and occupation (or alternatively, unemployed or retired or child) of person making the statutory declaration. | I,  make the following statutory declaration under the **Oaths and Affirmations Act 2018:** |
| Signature of person making the declaration |  |
| Place (City, town or suburb) | Declared at  **\*in the state of Victoria** |
| Date | On |
| Signature of authorised statutory declaration witness | **I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:** |
| Date | On |
| *Name, capacity in which authorised person has authority to witness statutory declaration, and address (writing, typing or stamp)* | A person authorised under section 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration. |
| Initials of person making the statutory declaration | Initials of authorised statutory declaration witness |

Note: The person making the declaration as well as the authorised witness must initial each page of the statutory declaration if the declaration is comprised of more than one page, which includes any exhibits to the declaration.

\*Note: The Project accounts should, at a minimum, itemise the Project Expenditure and, in relation to each item, describe the nature of expenditure, the amount and the connection to the Project

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## Certificate Identifying Exhibit

This certificate is used to identify a document as an exhibit to the statutory declaration.

|  |  |
| --- | --- |
| Title of document: |  |
| Date of document (dd/mm/yyyy): |  |

**The attached document is an exhibit to the statutory declaration and is now produced and shown to the witness identified above in their capacity as a qualified statutory declaration witness.**

|  |  |
| --- | --- |
| Name of person making the statutory declaration: |  |
| Signature of person making declaration |  |
| Date (dd/mm/yyyy) | on |
| Name of witness: |  |
| Address | of |
| Signature of statutory declaration witness |  |
| Date (dd/mm/yyyy) | on |
| Qualification as a statutory declaration witness:  (writing, typing or stamp) |  |