# SCHEDULE 3 - 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)*.*

|  |  |
| --- | --- |
| *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:** |
| 1. I am the authorised representative of *[insert name of Recipient]* (the **Applicant**) and am able to sign and submit this declaration on behalf of the applicant entity.
2. All information supplied in the attached application form for the Distillery Door Sales – Excise Rebate for the relevant financial year of 2022-23, and any accompanying documents, is complete and accurate, and is not false or misleading as at the date it is submitted to the Department of Energy, Environment and Climate Action (DEECA).
3. I have exceeded the $350,000 Alcohol Manufacturers Remission for eligible products and that I have only claimed for eligible distillery door sales.
4. All information in the application and its attachments is capable of substantiation.
5. I have made all necessary enquiries to satisfy myself that the sales I am claiming in the attached application meet the eligibility requirements.
6. All documents that may be relevant to the attached application will be made available (at my expense) to DEECA or its contracted representatives upon request.
7. I understand that giving false or misleading information is a serious offence. It is a criminal offence to attempt to obtain a rebate or increase the amount of a rebate through deceit, false or misleading representation or other unlawful means.
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| *Set out matter declared to in numbered paragraphs.* |
|  |  **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.** |

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| *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. |

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| *Initials of person making the statutory declaration* |  | *Initials of authorised statutory declaration witness* |