# 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.

|  |  |
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| *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 Businesst]* (the **Business**). 2. The Business has incurred $ *[insert GST exclusive amount] of Expenditure as at [insert date] in accordance with the terms of the Rebate.* 3. The evidence relating to the Expenditure 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.** |

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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* |

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 evidence of expenditure should include copies of each purchase and proof of payment.*