# ANNEXURE A – Statutory Declaration

**Statutory Declaration**

The person making the declaration is required to read the following paragraph aloud in the presence of the authorised statutory declaration witness (unless that person has a disability which prevents the person from doing so):

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

##### I, [insert name, address and occupation], make the following statutory declaration under the Oaths and Affirmations Act 2018:

1. I am a Authorised Representative\* of [*insert name of Recipient*] (**Recipient**).
2. The Recipient has complied with all of its obligations under the Grant Agreement dated [*insert date*] (**Agreement**) between the Recipient and the State of Victoria.
3. The Recipient has incurred [$#] of Capital Expenditure as at [*insert date*] in accordance with the terms of the Agreement.
4. The Recipient has achieved the Project Outcomes as specified in the Agreement.\*\*
5. The accounts relating to the Project as attached to this Statutory Declaration are true and correct.\*\*\*

AND 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.

*\* Only required for final instalment.*

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

*\*\*\* An Authorised Representative includes President, Vice President, Secretary, Treasurer, Committee/Board Member and/or Manager.*

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| --- | --- | --- |
| **DECLARED** at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the State of Victoria  on  …………………………………. (date) | )  )  )  )  )  )  )  )  )  )  )  )  )  )  )  )  ) | *signature of declarant*  ***I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration***:    *signature of authorised witness*  on    A person authorised under section 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration. |

*Witness to legibly write or stamp name, address and qualification enabling the person to witness a Statutory Declaration under Part 4 of the Oaths and Affirmations Act 2018.*

***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.*