**Business and Community Sport Flood Recovery Grants**

**Qualified Agent Template**

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| **Instructions for applicant:**  Applicants to the Business and Community Sport Flood Recovery Grants must provide a letter from a qualified accountant, registered tax agent or registered BAS agent using this template if they are a **non-employing business (including non-employing sole traders)** to confirm that they derive at least 50 per cent of their income from the applicant business  Please refer to Clause 4.4 of the [Program Guidelines](https://business.vic.gov.au/grants-and-programs/business-and-community-sport-flood-recovery-grants#program-guidelines) for further information on the program eligibility and evidence requirements. All or any information provided by the applicant will be validated with State and Federal Government agencies where appropriate. If any information in the application is found to be, inaccurate, false or misleading, the application will not be assessed by the Department and the application may be referred to review by the appropriate law enforcement or regulatory agency. |

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| **Instructions for Qualified Agent (qualified accountant / registered tax agent / registered BAS agent)**   1. **Copy the template** below onto your accountancy business letterhead that includes the name, address and ABN/ACN of your business or accountancy practice (employer). 2. **Complete the table in the letter** with details of the applicant’s business or organisation name and their ABN, ACN, IAN, Aboriginal and Torres Strait Islander corporation number (ICN) as relevant. 3. **Sign the letter** (digital signature block accepted) ensuring that it includes:  * Your name and position title * Contact telephone number and email address * Professional registration details and registration number   Incomplete information may result in application processing delays, or the Department of Jobs, Precincts and Regions requesting a new letter be submitted.  Submitted information will be assessed in accordance with the [Program Guidelines](https://business.vic.gov.au/grants-and-programs/business-and-community-sport-flood-recovery-grants#program-guidelines) and personal information collected will be handled in accordance with the Department of Jobs, Precincts and Regions’ Privacy Statement at <https://business.vic.gov.au/privacy/detailed-privacy-statement>.  Please refer to the [Program Guidelines](https://business.vic.gov.au/grants-and-programs/business-and-community-sport-flood-recovery-grants#program-guidelines) for guidance on the Qualified Agents who may complete this letter and defined terms. |
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[**on your letterhead**]

**Attn: Business Victoria Assessment Officer**

**Re: Business and Community Sport Flood Recovery Grants**

I confirm that I am a qualified accountant, registered tax agent or registered BAS agent [*delete as required*] independent from the applicant and provide this certificate with respect to:

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| Applicant’s Business or Organisation name |  |
| Applicant’s [*ABN, ACN, IAN,* *Aboriginal and Torres Strait Islander corporation number (ICN) as relevant*] |  |

*[Please pick paragraph 1 or 2 that applies for the applicant business and delete the paragraph that do not apply*]

1. In accordance with the Business and Community Sport Flood Recovery [Program Guidelines](https://business.vic.gov.au/grants-and-programs/business-and-community-sport-flood-recovery-grants#program-guidelines), I confirm that my client derived at least 50 per cent of their income from the above-mentioned business in the 2021-22 Financial Year.
2. In accordance with the Business and Community Sport Flood Recovery [Program Guidelines](https://business.vic.gov.au/grants-and-programs/business-and-community-sport-flood-recovery-grants#program-guidelines), I confirm that my client derived at least 50 per cent of their income from the above-mentioned business in the 2020-21 Financial Year.

My client has informed me that the financial information they have provided is consistent with normal business practice and has not been manipulated for the purpose of receiving a grant from the Business and Community Sport Flood Recovery Grants Program.

I have not conducted an audit or assurance engagement to verify the reliability, accuracy or completeness of the information the applicant has provided to me and do not express an audit opinion or a review conclusion on the applicant’s income.

I am independent of the client and I have no conflicts of interest to declare in completing this letter in relation to their application for funding under the Business and Community Sport Flood Recovery Grants Program.

I consent to the Department of Jobs, Precincts and Regions handling my personal information included below in accordance with the Department’s Privacy Statement at <https://business.vic.gov.au/privacy/detailed-privacy-statement>.

[Signature of qualified accountant, registered tax agent or registered BAS agent – please refer to instructions for information which **must** be included]

[Date]

Qualified Agent**[[1]](#footnote-2)**:

* Name, position title
* Contact telephone number, email address
* Professional membership number
* Registration number (i.e. as listed on the Tax Practitioner Board Register)

1. A Qualified Agent:

   A qualified accountant is a person that belongs to one of the following professional bodies at the declared membership classification i) CPA Australia (i.e. CPA and FCPA), ii) Chartered Accountants Australia (i.e. CA, ACA and FCA) and New Zealand and iii) Institute of Public Accountants (i.e. AIPA, MIPA and FIPA) and comply with the body’s continuing professional education requirements.

   A registered BAS Agent who belongs to one of the following associations at the declared membership classification, including i) the Institute of Certified Bookkeepers (FICB, MICB, AICB), and ii) the Australian Bookkeepers Association (Member), and iii) Association of Accounting Technicians (Australia) Limited and comply with the body’s continuing professional education requirements; or

   * A registered Tax Agent who belongs to one of the following professional bodies, including i) The Tax Institute, ii) National Tax Agents’ Association (NTAA PLUS) and iii) Tax & Super Australia and comply with the body’s continuing professional education requirements.

   [↑](#footnote-ref-2)