**Alpine Shire Business Support Grant Program**

**Letter from an independent qualified accountant,**

**registered tax agent or registered BAS agent**

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| **Instructions for applicant:**All applicants to the Alpine Shire Business Support Grant Program must provide a qualified accountant, registered tax agent or registered BAS agent with all the information they need to determine whether the business meets the **40 per cent and minimum $10,000 decline** i**n ordinary revenue** requirement outlined in clause 5 of the [Program guidelines](https://business.vic.gov.au/grants-and-programs/alpine-shire-business-support-grant-program).Please refer to Clause 5 of the [Program Guidelines](https://business.vic.gov.au/grants-and-programs/alpine-shire-business-support-grant-program) for further information including guidance on how to calculate the decline in revenue, the retention of records for assessment and audit purposes. 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 incomplete, 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 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, Skills, Industry 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/alpine-shire-business-support-grant-program) and personal information collected will be handled in accordance with the Department of Jobs, Skills, Industry and Region’s 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/alpine-shire-business-support-grant-program) for guidance on the Qualified Agents who may complete this letter and defined terms. |

[On the Qualified Agent’s letterhead]

Attn: Business Victoria Assessment Officer

Re: Alpine Shire Business Support Grant Program

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 name | *[Insert business name]* |
| Applicant’s business address (physical operating location) | *[Insert business address]* |
| Applicant’s Australian Business Number (ABN) | *[Insert business ABN]* |

I confirm that the above listed business has advised me, as a consequence of 26 August 2025 Porepunkah Security Incident, that it has since experienced a decline in revenue of at least $10,000 over a single month **Impacted Period** [between 26 August and 30 September 2025] and that decline represents at least 40 per cent of revenue comparable to the **Benchmark Period**.

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| **Impacted Period** Revenue for a minimum single month period between 26 August 2025 to 30 September 2025. | [*insert dates used*]  | [*insert Revenue]* |
| **Benchmark period**Revenue for the same period in the previous year between 26 August 2024 to 30 September 2024. | [*insert dates used*] | [*insert Revenue]* |
| **Decline in ordinary revenue (minimum of $10,000)** Guidance notes:Note. *If the decline* *in revenue is less than $10,000, then the business is not eligible for a grant from the Alpine Shire Business Support Grant Program, as per clause 5.1(f) of program guidelines.* |  | *[insert decline in dollars $]* |
| **Decline in Revenue (per cent, minimum of 40%)** Guidance notes:Decline in revenue % = [1-(Revenue in Impacted Period/Revenue in Benchmark Period)] x 100 Note. *If the decline in revenue (as calculated using the formula above) is less than 40 per cent then the business is not eligible for a grant from the Alpine Shire Business Support Grant Program, as per clause 5.1(f) of program guidelines.* |  | [*insert decline in revenue %*] |

In accordance with the Alpine Shire Business Support Grant Program guidelines the applicant listed above satisfies the **$10,000** revenue decline requirement, and that decline represents at least **40 per cent of ordinary revenue (measured against the benchmark period)** for the impacted period based on the information the applicant has provided to me.

The Applicant has advised me that the decline in revenue was a result of the 26 August 2025 Porepunkah security incident, and that was caused by one or more of the following:

* travel warning and restrictions;
* significantly reduced customer numbers, due to factors such as formal visitation closures or restrictions;
* other supply chain interruptions or stock expiry resulting in reduced sales, such as through road closures;
* reduced trade due to reduced visitation to the region as a result of the security incident.

The business has informed me that the financial information they have provided for this decline in revenue calculation is consistent with ordinary revenue calculations and have not been manipulated for the purpose of receiving a grant from the Alpine Shire Business Support Grant 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 revenue.

[WHERE APPLICABLE – retain the relevant clause below]

1. **Employing businesses**: In accordance with the [Alpine Shire Business Support Grant Program Guidelines](https://business.vic.gov.au/grants-and-programs/alpine-shire-business-support-grant-program), I confirm that my client employs fewer than 20FTE.
2. **Franchisees**: In accordance with the [Alpine Shire Business Support Grant Program Guidelines](https://business.vic.gov.au/grants-and-programs/alpine-shire-business-support-grant-program), I confirm that my client is a small business/not-for-profit organisation that is part of a national chain but operate through a separate legal entity*.*

I consent to the Department of Jobs, Skills, Industry 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>]

I confirm that I am not an employee or director of the applicant, or an associated entity of the applicant, or a director or employee of an associated entity of the applicant, and have no actual, perceived or potential conflict of interest in providing this letter on behalf of the applicant.

*[Signature of qualified accountant, registered tax agent or registered BAS agent]*

*[Date]*

Qualified accountant, registered tax agent or registered BAS agent’s:

* [Insert name, position title]
* [Insert contact telephone number, email address]
* [Insert professional registration details and registration number]