Statutory Declaration

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| *Insert the name, address and occupation (or alternatively,* unemployed *or* retired *or* child*) of person making the statutory declaration.* | I, *[insert full name] at [insert full address]*make the following statutory declaration under the **Oaths and Affirmations Act 2018:** [**Applicant Information:** *Please complete details of either 1, 2 or 3 and delete paragraphs that do not apply*.] |
| *Set out matter declared to in numbered paragraphs. Add numbers as necessary.* | 1. I am an authorised representative for [*insert name of business*]with ABN [*insert ABN*]

**or**1. I am a Sole Trader with ABN [*insert ABN*] trading as [*insert business name*].

**or**1. I am an authorised representative for [name of *not-for-profit company or incorporated association*] with Incorporated Association Number [*insert IAN*]/ Australian Company Number [*insert ACN*]/Aboriginal and Torres Strait Islander corporation number [*insert ICN number*].
2. During the Victorian flood events that began in October 2022, [*insert name of business*] incurred significant direct damage from flooding to the place of business, business assets, stock and/or equipment.
3. The significant direct damage was incurred to the following assets, stock, equipment, or place of business:[*describe the assets, stock or equipment significantly and directly damaged in the flood event. For example, ‘Damage was incurred to 30 crates of cleaning supply stock for the wholesale cleaning business.*
4. The significant direct damage to the above assets, stock, equipment, or place of business occurred at the following location(s), dates(s) and time(s): [*describe the affected location(s), including relevant addresses with postcode(s) For example, ‘On 12 October at approximately 4pm, ‘The 30 crates of cleaning supplies were located in the business warehouse at [insert location]*] when they incurred significant direct damage.
5. The nature of the significant direct damage (see [examples](https://business.vic.gov.au/grants-and-programs/small-business-immediate-flood-relief-program/frequently-asked-questions#questions-about-the-program) of significant direct damage) to the above assets, stock, equipment, or place of business was: [*describe the nature of significant direct damage incurred. For example, ‘During the flood event, the warehouse at the above location was inundated with flood water, which damaged the 30 crates of cleaning supplies*]
6. I have photographic evidence of the significant direct damage incurred to [insert name of business]’s place of business, business assets, stock or equipment. I declare that they are true representations of the significant direct damage incurred by [insert name of business]. I can provide the photographic evidence to the Department if required.
7. I have incurred expenses of $5,000 or more for the repair or replacement of these business assets which are eligible under the Small Business Immediate Flood Relief Program. I declare that they are true representation of the associated expenses due to the significant direct damage incurred by [insert name of business]. I can provide the evidence of the expenditure and payments made of these items to the Department if required.
8. Where the damage being claimed for was incurred to a mobile asset (e.g. a vehicle from which the business is conducted), I attest that the asset/s were located in the flood affected zones for the following reasons: *[Provide the business reason for why any mobile assets were located in the flood-affected zone. If you have not listed any mobile assets in paragraph 5, please state this here:]*
9. I declare that [*insert business or organisation name*] will retain copies of all evidence that supports this claim, such as photographs, quotations or estimates, advisory reports, written inventory of lost/damaged assets, as well as evidence of payment such as tax invoices or official receipts, for a period of four years from receipt of any grant received under the Small Business Immediate Flood Relief Program.
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|  |  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. |
| *Signature of person making the declaration* |  |
| *Place (City, town or suburb)**Date* | **Declared at** |  | **\*in the state of Victoria** |
| on  |
| *Signature of authorised statutory declaration witness**Date* | **I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:**Signature:on:  |
| *Name, capacity in which authorised person has authority to witness statutory declaration, and address (writing, typing or stamp)* | Name:Address & Contact:Occupation: Registration#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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| *The witness must only sign this section if the person making the statutory declaration is illiterate, blind or cognitively impaired and the statutory declaration is read to them.**This section must be signed by any person who has assisted the person making the statutory declaration, for example by translating the document or reading it aloud. If no assistance was required, this section does not need to be completed.**Date**Name and address of person providing assistance* | **I certify that I read this statutory declaration to** *[name of the person making the statutory declaration]* at the time the statutory declaration was made.**Icertify that I have assisted** *[name of the declarant]* by *[insert assistance provided, for example translating the document*]. Signed:On:Name and address of person providing assistance: |