

## Statutory Declaration

I, .....  
[full name] [occupation]

of .....  
[address]

make the following statutory declaration under the **Oaths and Affirmations Act 2018** (hereafter, the Act):

- I, in my capacity as:  
 Chief Financial Officer  
 Chief Executive Officer  
 Owner (tick applicable title/s)  
and with the full knowledge of all contracts entered into by

.....  
[name of company]

acknowledge the changes to the Victorian Professional Lobbyist Code of Conduct (Code of Conduct) and the banning of Success Fees as defined within the Code of Conduct, from 1 January 2014.

- I declare that this company has not received Success Fees from 1 January 2014.

**The person making the declaration must say the following aloud, in the presence of the authorised witness before signing:** "I, [full name of person making the declaration] of [address] 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 this declaration]

Declared at ..... in the state of Victoria on .....  
[city, town or suburb] [date]

I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:

..... on .....  
[signature of authorised statutory declaration witness] [date]

.....  
[name of witness] [title/occupation/capacity of authority of witness]

of .....  
[address of witness]

<https://www.justice.vic.gov.au/statdecs> provides a complete list of authorised statutory declaration witnesses.

Under section 30(3) of the Act the person making the statutory declaration and the statutory declaration witness must, in the presence of each other, sign or initial any alteration to the statutory declaration (s30(3)(a)); sign or initial each page of the statutory declaration (s30(3)(b)); sign and date the statutory declaration (s30(3)(d), and legibly write, type or stamp their name and address on the statutory declaration (s30(3)(e)).

The statutory declaration witness must write or stamp under their signature required by ss30(3)(c) and (d) of the Act their qualification as a statutory declaration witness as prescribed by section 6 of the *Oaths and Affirmations (Affidavits, Statutory Declarations and Certifications) Regulations 2018* (s30(5) of the Act).

If the person making the declaration has a disability or impairment that prevents them from completing any of the prescribed steps, please contact the Victorian Public Sector Commission (03 9922 8600 or [support@lobbyists.vic.gov.au](mailto:support@lobbyists.vic.gov.au)) for further advice on completing a statutory declaration.