

COMMONWEALTH OF AUSTRALIA

STATUTORY DECLARATION

I/We,  
Date of Birth

Of

Phone  
Fax

do solemnly and sincerely declare

*(State the details of the money that you are claiming)*

*(Provide statements in support of your claim. e.g. state your former addresses, your relationship to the organisation that originally held this money or any other information relevant to your claim)*

*(Sign this Declaration in the presence of an authorised Witness. eg Justice of the Peace, Commissioner of Declarations, Police Officer, Chemist, Doctor, Lawyer etc.)*

*(Attach a copy of your identification papers sighted by the witness and attach these documents to this Declaration)*

And I/we make this solemn declaration by virtue of the *Statutory Declarations Act 1959*, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

DECLARED AT .....

This ..... day of .....

Before me

.....  
*Signature of Authorised Witness*

.....  
*Title, Name and Address of the Witness*

.....  
*Ordinary Signature of Declarant(s)*

.....  
*Ordinary Signature of Declarant(s)*

*Return this form, with a copy of a document (eg Driver's Licence) identifying yourself to:  
Department of Treasury and Finance, Level 10, 197 St George's Terrace, Perth WA 6000*

# COMMONWEALTH OF AUSTRALIA

## Persons who can witness Commonwealth (Federal) Statutory Declarations

A statutory declaration under the *Statutory Declarations Act 1959* (as amended) may be made before

### Part 1 – Members of Certain Professions

Chiropractor, Dentist, Legal practitioner, Medical practitioner, Nurse, Patent attorney, Pharmacist, Physiotherapist, Psychologist, Veterinary surgeon

### Part 2 – Other Persons

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer, or Australian Diplomatic Officer, (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with five or more continuous years of service
- Building society officer with five or more years of continuous service
- Chief executive officer of a Commonwealth court
- Civil marriage celebrant
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with five or more years of continuous service
- Fellow of the National Tax Accountants' Association
- Finance company officer with five or more years of continuous service
- Holder of a statutory office not specified in another item in this Part
- Judge of a court
- Justice of the Peace
- Magistrate
- Master of a court
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
  - (a) an officer; or
  - (b) a non-commissioned officer with the meaning of the *Defence Force Discipline Act 1982* with five or more years of continuous service; or
  - (c) warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of the Institute of Corporate managers, Secretaries and Administrators
- Member of the Institution of Engineers, Australia, other than at the grade of student
- Member of:
  - (a) the Parliament of the Commonwealth; or
  - (b) the Parliament of a State; or
  - (c) a Territory legislature; or
  - (d) a local government authority of a State or Territory

- Minister of religion registered under Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of:
  - (a) the Commonwealth or of a Commonwealth authority; or
  - (b) a State or Territory or of a State or Territory authority; or
  - (c) a local government authority;
  - (d) with five or more years of continuous service who is not specified in another item in this Part
- Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office supplying postal services to the public
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police Officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service officer of the Commonwealth, or of a State or Territory, or of a Commonwealth, State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher [includes a lecturer, tutor or qualified principal] employed on a full-time basis at a school or tertiary education institution

# UNCLAIMED MONEY

## Claim Procedures

Please bear in mind that the Treasurer has a duty to ensure that moneys are only paid to the rightful owner. In that respect claimants must provide the Treasury with clear evidence of their entitlement to money being claimed. Claimants must therefore complete a Statutory Declaration in which they state, or provide supporting evidence of, the following information:

- their name and current address;
- their former addresses (relative to the claim);
- details of the moneys being claimed;
- the basis of their claim (eg they were a shareholder or employed by the organisation holding the moneys at the time in question. Where available, copies of relevant documents should be attached.);
- attach a copy of an identification document (eg Drivers Licence, Passport or Birth Certificate);
- their postal address for payments. (note: payments will only be drawn in the name of the rightful owner(s)); and
- the appointment of a representative or agent.

*Statutory Declarations can generally be obtained from Newsagents, Stationery Shops or Post Offices. It is the claimants responsibility to clearly show that they are the rightful owner(s) of the moneys claimed.*

Where money is held in joint names all owners must be party to the claim and sign the Declaration(s) accordingly.

In the case of deceased owners the Executor(s) must act on behalf of the Estate. In their Declaration the Executor must state their authority to make such a claim and attach a copy of the Death Certificate, Will and, where applicable, the Certificate of Probate.

Where the owner's name has changed (eg marriage) the appropriate statement must be made in the Declaration and copies of relevant documentation attached (eg copy of the Marriage Certificate).

Where claims are lodged on behalf of businesses or organisations the person(s) lodging the claim must state their position within that organisation (eg company Secretary, business proprietor...). Where applicable, the company Seal should be applied to the Declaration.

In appointing an 'Agent' to act on behalf of the owner(s) all parties to the claim must give their written authority. This authority may be included in the Declaration.

This Declaration must then be signed by all the claimant(s) in the presence of an authorised Witness (Commissioner of Declarations, Justice of the Peace or another authorised Witness. eg Chemist, Police Officer, Doctor, Lawyer, State/Commonwealth Public Servants, School Teachers...)

**Please note that to make a false Declaration is an offence and that you should not proceed with any claim unless you have a legal entitlement to the monies being claimed. The penalty for such an offence is 4 years imprisonment.**