

COMPLETING YOUR STATUTORY DECLARATION

The prescribed form of the statutory declaration

The Statutory Declaration contains specific wording required by law.

You should not alter or delete the wording of your statutory declaration or it may not comply with the legislative requirements for statutory declarations.

Simple instructions are contained in grey square brackets. Replace these instructions with the appropriate information.

Your obligations

You must be sure that the information contained in your statutory declaration is true and correct.

Making a false statement is a serious issue – it's a crime – and you could be jailed or fined.

How to write your statutory declaration

Complete all of the information identifying who you are, as prompted by the instructions contained in the highlighted square brackets.

Insert the facts that you want to declare.

Only write things that you know are true and accurate – if you're not sure, leave them out until you can confirm their accuracy.

Put each fact into separate numbered paragraphs. These should be in date order. Your statutory declaration should be written in plain English. The information should be clear and easily understood. Only include relevant information.

There is no need to complicate your statutory declaration with jargon or legaleze (unless of course, certain terminology is required to enable you to accurately explain the information you are declaring).

If there is more than one page, number each page.

What about attachments?

You can include attachments – you must refer to any attachments in the body of your statutory declaration.

For example, “A copy of the invoice is annexed and marked “A”.”

Make sure you mark any corresponding attachments, “A”, “B” etc.

You can identify the annexure as follows: “This is annexure “A” to the statutory declaration made by [name] on [date]”.

Who can witness my statutory declaration

Only an authorised person may witness you sign your statutory declaration.

Your witness must also sign the declaration and complete their identifying details.

For more on who is authorised to witness your statutory declaration, see the information contained in your Statutory Declaration form.

Thank you for using this quality RP Emery product!

This information is a brief summary of statutory declarations and is provided by way of general advice and assistance only.

If you are still unsure of any matter or you are dealing with a matter of a complex nature, you may still need the help of an experienced legal professional.