Register a school boarding premises

Application form

Associated documents

* [Guidelines to the Minimum Standards and Requirements for School Boarding Premises](https://www.vrqa.vic.gov.au/Documents/boardingpremisesguidelines.docx) Registration

(the Boarding Guidelines)

* [Guidelines to the Minimum Standards and Requirements for School Registration](https://www.vrqa.vic.gov.au/Documents/schoolstandards.docx) (the Guidelines)
* [Readiness tool: School Boarding Premises Registration](https://www.vrqa.vic.gov.au/Documents/SchoolBoardingReadinessTool_July2021.docx)

Supporting documentation

You are required to supply supporting documentation and evidence of compliance. An evidence checklist is provided at Part C of this application.

To help you meet all documentation and evidence requirements of the application, you will find evidence prompts throughout the application form, as indicated in the table below.

|  |  |
| --- | --- |
| Evidence prompt | Indicates that |
| Please provide | documentation is to be included as evidence |
| Please complete and include | hyperlinked document is to be downloaded, completed, and included in this application |

Submitting your application

Submit an electronic copy of your application to the VRQA Schools inbox as a zip file at:

* vrqa.schools@education.vic.gov.au

Use the format below when naming your electronic files:

* **<checklist\_number>\_<premises\_name>\_<premises\_location>.docx**

When naming your electronic files:

* the file names should be named as per the item numbers in the evidence checklist (Part C of this application)
* keep the filenames short and do **NOT** use apostrophes, ampersands (&) or dashes
* use the premises initials rather than full premises name
* If your application contains multiple documents for the same item number, include a modifier (i.e. a, b, c…) at the end of the item number
* if the documents contain images, please ensure size does not exceed 50 MB
* limit any folder to 1–2 sub-folders.

Consider the following examples:

* C.1.2a\_Democratic Principals\_WPS\_Collingwood.docx
* C.1.2b\_Democratic Principals\_WPS\_Collingwood.docx

Disclaimer: While applications will only be accepted in electronic format, the VRQA may request paper copies of documents during the assessment process.

Once your application is assessed as complete, an invoice will be sent to your nominated contact for invoicing and as soon as the application fee is paid, the assessment phase will commence.

Privacy disclaimer

The VRQA requires the information collected in this application for the purpose of registering and regulating school boarding premises under the *Education and Training Reform Act 2006* (the Act). Once registered, some information about schools will be made available to the public on the State Register. Information may also be shared with other government organisations if required for their functions, in accordance with the Act. The VRQA is committed to handling all personal information securely in accordance with the *Privacy and Data Protection Act 2014*.

To learn more about how the VRQA handles personal information, access the VRQA privacy policy:

* [Information Privacy Policy](https://www.vrqa.vic.gov.au/Documents/privpolicy.docx)

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| Part A – Proposed School Boarding Premises Information |
| School or Legal entity (proprietor) details |
| A.1 | School or Legal Entity name\* |  | \* Invoices will be addressed in this name |
| A.2 | Legal entity contact | Full name (Mr. Mrs. Ms. etc) |
|  |  | Position |
|  |  | Mobile phone no |
| A.3 | School or Organisation legal entity type |[ ]  Association |[ ]  Community Based Organisation  |
|  |  |[ ]  Co-operative |[ ]  Company |
|  |  |[ ]  Company limited by guarantee |[ ]  Company limited by shares |
|  |  |[ ]  Incorporated Association |[ ]  Partnership |
|  |  |[ ]  Sole Trader |[ ]  Statutory Authority |
|  |  |[ ]  Unincorporated entity/association |  |  |
| A.4 | Postal Address | Street Address | Other please specify |
|  |  | Suburb/town |  | Postcode |  |
|  |  | Telephone |  |
|  |  | Email |  |
| A.5 | Australian Company Number (ACN)\* |  | \* If applicable |
| A.6 | Australian Business Number (ABN) |  |
| A.7 | Number of school boarding premises sites owned or operated  |  |
| School boarding premises details |
| A.8 | Proposed school boarding premises name (if applicable) |  |
| A.9 | Proposed school boarding premises contact details | Street address |  |
|  |  | Suburb/town |  | Postcode |  |
|  |  | Telephone |  |
|  |  | Email |  |
|  |  | Website |  |
| A.10 | Postal addressif different from above | Postal Address  |  |
|  |  | Suburb/town |  | Postcode |  |
| A.11 | Address of any proposed additional School boarding premises Include information for each premises below; add rows if necessary | Premises name |  |
|  |  | Street address  |  |
|  |  | Suburb/town |  | Postcode |  |
|  |  | Telephone |  |
|  | Address of any proposed additional School boarding premises  | Premises name |  |
|  |  | Street address  |  |
|  |  | Suburb/town |  | Postcode |  |
|  |  | Telephone |  |
|  | Address of any proposed additional School boarding premises  | Premises name |  |
|  |  | Street address  |  |
|  |  | Suburb/town |  | Postcode |  |
|  |  | Telephone |  |
| A.12 | Is the new school boarding premises you are applying to register the result of the amalgamation of two or more registered school boarding premises? | ☐ YesPlease complete and include:* [Amalgamating school boarding premises’ details](https://www.vrqa.vic.gov.au/Documents/SBPamendmentamalgamation.docx)
 | ☐ NoGo to A.13 |
| Primary Contact Details |
| A.13 | Primary contact person  | Full name(Mr. Mrs. Ms etc) |  |
| A.14 | Position |  |
| A.15 | Postal address | Street address |  |
|  |  | Suburb/town |  | Postcode |  |
|  |  | Telephone |  |
|  |  | Mobile |  |
|  |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| A.16 | Contact person  | Full name |  |
| A.17 | Position |  |
| A.18 | Postal address for invoicing | Street address |  |
|  |  | Suburb/town |  | Postcode |  |
|  |  | Telephone |  |
|  |  | Email |  |
| Affiliation of school boarding premises |
| A.19 | Religious or other  |[ ]  Yes, please select: |[ ]  No |
|  |  | [ ]  Anglican ☐ Apostolic ☐ Baptist ☐ Brethren ☐ Catholic ☐ Christadelphian ☐ Christian ☐ Church of Christ ☐ Coptic Orthodox ☐ Eastern Orthodox ☐ Ecumenical ☐ Greek Orthodox ☐ Interdenominational ☐ Islamic ☐ Lutheran ☐ Maronite Catholic ☐ Multi-Denominational ☐ Non-Denominational ☐ Oriental Orthodox ☐ Pentecostal ☐ Salvation Army ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Type of school associated with school boarding premises |
| A.20 | Tick all that apply |[ ]  Primary |[ ]  Secondary |[ ]  Not applicable |
|  |  |[ ]  Co-educational |[ ]  Single sex |[ ]  Boys |[ ]  Girls |
|  |  |[ ]  Specific purpose\* |[ ]  Specialist\* |  |
| **Existing registrations held by the legal entity**  |
| A.21 | Tick all that apply |[ ]  RTO  | Training Organisation Identification (TOID) No: |
|  |  |[ ]  CRICOS  | Provider No: |
|  |  |[ ]  Senior Secondary VCE |
|  |  |[ ]  Senior Secondary VCAL |
|  |  |[ ]  Australian Skills Quality Authority (ASQA) |
|  |  |[ ]  Tertiary Education Quality Standards Agency (TEQSA) |
| Proposed date of commencement of school boarding premises |
| A.22 | Date (day, month, year)  |  |  |  |
| Boarding services to be offered (if relevant)  |
| A.23 | Year level(if relevant) | Age range of students | No. of students |
|  | *e.g. Year 7* | *e.g. 11–13.5 years* | *17 students* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Please add additional rows as required. | Total |  |
| **Staff at the school boarding premises** |
| A.24 | Full Name | Qualification | Job title |
|  |  |  |  |
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| Please add additional rows as required. |  |  |
| **Facilities of school boarding premises** |
| A.25 | *e.g. buildings, facilities and grounds* | *e.g. buildings, facilities and grounds* |
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| Part B – Governance Information |
| Chief Executive Officer details  |
| B.1 | Chief Executive Officer | Full name |  |
| B.2 | CEO’s title, if different |  |
| B.3 | Contact details | Street address |  |
| Suburb/town |  | Postcode |  |
| Telephone |  |
| Mobile |  |
| Email |  |
| Chair of governing body details (if applicable) |
| B.4 | Chair of governing body | Full name |  |
| B.5 | Chair’s title |  |
| B.5 | Contact details | Street address |  |
|  | Suburb/town |  |
|  | Telephone |  |
|  | Mobile |  |
|  | Email |  |

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| Part C – Supporting documentation and evidence of compliance (evidence checklist) |
| Please refer to pages 1 and 2 of this application form for instructions on the submission of evidence documentation. |
| Student welfare  |  |
| C.1 | **Compliance with the *Worker Screening Act 2020***Please provide: | C.1.1 | * A policy and procedure to ensure that all employees and volunteers required to do so by the Worker Screening Act 2020 have a current working with children clearance (WWC clearance).
 | [ ]  |
| C.1.2 | * A register recording the details of each employee’s, contractor’s and volunteer’s WWC clearance which includes:
* name
* card number
* expiry date.
 | [ ]  |
| C.1.3 | * Procedures for maintaining the register.
 | [ ]  |
| C.2 | **Acceptance policy**Please provide: | C.2.1 | * A clearly defined acceptance policy that complies with all applicable State and Commonwealth laws and makes it clear who is eligible for acceptance as a boarding student.
 | [ ]  |
| C.2.2 | * Where established by a particular religious denomination or by a group of religious denominations an acceptance policy that gives preference to adherents of that religious denomination or denominations or their children, if applicable.
 | [ ]  |
| C.2.3 | * A written acceptance agreement with parents or guardians which complies with all State and Commonwealth laws, including the Australian Consumer Law. The agreement must be publicly available and cover, at a minimum:
* codes of conduct for students, and parents and guardians
* boarding services and facilities provided, for example linen or a computer
* fees, with a clear explanation of the service(s) that fees are payable for and other incidental fees that may become payable
* the grounds on which the agreement may be terminated by the provider or the student.
 | [ ]   |
| C.3 | **Register of students**Please provide: | C.3.1 | * A register of accepted students, recording:
* the student’s name, age, date of birth and residential address
* the name and contact details of any parent or legal guardian of the student
* any information relating to the health or wellbeing of the student that the provider should be aware of, including any health issues
* the date of acceptance of the student to board at the premises
* the date that the student ceases to be accepted to board at the premises (if applicable)
* the registered school at which the student is enrolled or attending.
 | [ ]  |
| C.3.2 | * A policy and procedure for maintaining the currency of the register.
 | [ ]   |
| C.4 | **Record of location of students**Please provide: | C.4.1 | * A location register of each student’s location at specific times of the day and night. For example, morning, afternoon, mealtimes, evening and when a student is absent. This record must be updated at provider-selected times within each 24-hour period to capture whether a student is:
* on site at the boarding premises
* absent from the boarding premises.
* If the student is absent from the boarding premises, the record must show:
* the student’s location outside the boarding premises
* the reasons for the absence
* the name and contact details of the person responsible for the student during the absence.
 | [ ]  |
| C.4.2 | * A procedure to make sure the location register is kept up to date.
 | [ ]  |
| C.5 | **Care, safety and welfare of students**Please provide: | C.5.1 | * Policies and procedures for the duty of care owed to students including that:
* the school boarding premises owes all students a duty of care to take reasonable measures to protect them from reasonably foreseeable risks of injury
* the school boarding premises owes a duty to take reasonable care that any student (and other persons) on the premises will not be injured because of the state of the premises, including things done or omitted to be done to the premises
* the school boarding premises owes a duty to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation
* different and sometimes greater measures may need to be taken for younger students or students with disabilities to discharge this duty of care
 | [ ]   |
| C.5.2 | * Policies and procedures for when it may be necessary to use restrictive interventions to protect the safety of a student and members of the school boarding premises community. *Note:* government school boarding premises are required to follow DET’s policy on Restraint of Students and are not required to have a local policy on restrictive interventions.
 | [ ]  |
| C.5.3 | * Policies and procedures for anti-bullying and harassment, including cyber bullying
 | [ ]  |
| C.5.4 | * Policies and procedures for on-site supervision of students
 | [ ]  |

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|  |  | C.5.5 | * Policies and procedures for supervision of students when engaged in off-site activities and which include consideration of the risk of bushfire in the activity location (refer to Emergency Management, including bushfire management).
 | [ ]  |
| C.5.6 | * Policies and procedures for arrangements for ill students.
 | [ ]  |
| C.5.7 | * Policies and procedures for accident and incident register.
 | [ ]   |
| C.5.8 | * Policies and procedures for first aid.
 | [ ]   |
| C.5.9 | * Policies and procedures for distributing medicine.
 | [ ]   |
| C.5.10 | * Policies and procedures for internet use.
 | [ ]   |
| C.5.11 | * Policies and procedures for managing complaints and grievances including how the provider’s policies and procedures:
* ensure procedural fairness
* are accessible to the community of the school boarding premises and are consistent with its acceptance agreement..
 | [ ]   |
| C.5.12 | * Current register of staff trained in first aid
 | [ ]   |
| C.5.13 | * Records of student medical conditions and management (a pro forma may be sufficient)
 | [ ]   |
| C.5.14 | * A emergency management plan which must be updated as required, reviewed at least annually and immediately after any significant incident (this plan must be site specific and include local threats, hazards and corresponding response procedures).
 | [ ]   |
| C.5.15 | * Evidence of how the provider communicates policies and procedures on the care, safety and welfare of students to staff, students, parents, guardians and the boarding premises’ community.
 | [ ]   |
| Child SafetyPlease provide: | C.5.16 | * Evidence of the provider’s policies and procedures for ensuring all staff understand:
* mandatory reporting
* the failure to disclose offence
* the failure to protect offence
* the grooming offence under the Crimes Act 1958 which is included in the definition of child abuse in Ministerial Order No. 870 Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises.
 | [ ]   |
| Child Safe StandardsPlease provide: | C.5.17 | * Policies, procedures, measures and practices in accordance with Ministerial Order No. 870 Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises.
 | [ ]  |
|  | Reportable Conduct SchemePlease provide: | C.5.18 | * Policies and procedures to address the requirements of Part 5A of the Child Wellbeing and Safety Act 2005 for the boarding premises.
 | [ ]  |
| Anaphylaxis management policyPlease provide: | C.5.19 | * Anaphylaxis management policy containing matters required by Ministerial Order No. 706
 | [ ]  |
| Emergency management, including bushfire managementPlease provide: | C.5.20 | * An emergency management plan to cover the care, safety and welfare of students boarding at the premises, including responses to missing or injured boarders, as well as managing emergencies at the premises (including, but not limited to bushfires)
 | [ ]   |
| C.5.21 | * Emergency management plan that addresses emergency and critical incidents. It must be:
* updated as required
* reviewed at least annually and immediately after any significant incident
* be site specific and include local threats, hazards and corresponding response procedures.
* all buildings on site must be included – placement of portables and temporary fencing must be indicated.

*Note:* for new boarding premises under construction, some material such as evacuation maps may not be ready at time of submission but must be submitted to VRQA before registration is granted. | [ ]   |
| C.5.22 | * A schedule for monitoring and removal of materials that may be easily ignited including branches overhanging buildings, debris and rubbish around and under buildings, including gutters, and dry grass and vegetation.
 | [ ]   |
| C.5.23 | * Procedures to ensure the safe storage of flammable materials.
 | [ ]   |
| C.5.24 | * A schedule for regularly monitoring emergency access to buildings and grounds including that:
* the building exits will continuously be kept clear of obstructions
* assembly points are designated and have appropriate access to emergency equipment
* there is access to facilities and grounds for emergency vehicles.
 | [ ]   |
| Check your school boarding premises for inclusion on the Bushfire At-Risk Register:Please provide: | C.5.25 | * **Step 1:** To find out if your school boarding premises is to be placed on the Bushfire At-Risk Register contact: emergency.management@education.vic.gov.au
 | [ ]   |
| * **Step 2:** If your proposed school boarding premises is to be placed on the Bushfire At-Risk Register, extra procedures apply. Please refer to the [VRQA Guidelines for Bushfire Preparedness - Registered schools and school boarding premises](http://www.vrqa.vic.gov.au/Documents/bushfireguidelines.doc) and provide evidence of the school’s compliance with:
 | [ ]   |
| C.5.26 | * Guideline 2.2
 | [ ]  |
| C.5.27 | * Guideline 2.3
 | [ ]  |
| C.5.28 | * Guideline 2.4
 | [ ]   |
| C.5.29 | * Guideline 2.5
 | [ ]   |
| C.5.30 | * Guideline 2.8
 | [ ]   |
| C.5.31 | * Guideline 2.9
 | [ ]   |
|  | Student behaviour management (discipline)Please provide: | C.5.32 | * A policy that explicitly prohibits corporal punishment.
 | [ ]  |
| C.5.33 | * A behaviour management policy and procedures including how the policy and procedures ensure procedural fairness.
 | [ ]   |
| C.5.34 | * Outline of how the policies regarding care, safety and welfare of students are communicated to and upheld by staff employed at the premises.
 | [ ]   |
| C.6 | **Buildings, facilities and grounds**Please provide: | C.6.1 | * A permit to operate a school boarding premises on the site.
 | [ ]   |
| C.6.2 | * Documentation showing that buildings and facilities comply with local planning regulation and the Building Code of Australia, including a Class 3 Occupancy Certificate or equivalent.
 | [ ]   |
| C.6.3 | * An essential safety measures register.
 | [ ]   |
| C.6.4 | * A maintenance schedule for buildings, facilities, and grounds.
 | [ ]   |
| C.6.5 | * Executed rental or lease agreements (if applicable).
 | [ ]   |
| C.6.6 | * Occupational health and safety policy and procedures.
 | [ ]   |
| C.6.7 | * Documentation demonstrating that reasonable adjustments have been made for students with a disability.
 | [ ]   |
| School boarding premises governance |
| C.7 | **Governance**Please provide: | C.7.1 | * The governance structure of the provider of school boarding services at the school boarding premises, including its constitution or articles of association (however described).
 | [ ]   |
| C.7.2 | * A list of responsible persons (as that term is defined in the ETR Regulations) for the boarding premises (such as the ‘head of boarding’, ‘house master’ or equivalent role to the principal of a school).
 | [ ]   |
| C.7.3 | * An outline of the governing body's structure and membership including details of the experience and expertise of the members of the board or governing body, the name of the proprietor of the school boarding premises and the legal entity type.
 | [ ]   |
| C.7.4 | * Details of the member(s) of the company, if the school boarding premises is a company limited by guarantee or incorporated association (e.g., the register of members).
 | [ ]   |

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| --- | --- | --- | --- | --- |
|  |  | C.7.5 | * Copies of all delegations from the governing body. For example, financial or non-financial delegations made from the governing body for the school boarding premises to the school principal or person responsible for the operation of the school boarding premises.
 | [ ]   |
| C.7.6 | * The company or association’s constitution or articles of association.
 | [ ]   |
| C.7.7 | * A conflict of interest register for all responsible persons as defined in the ETR Regulations and a plan detailing how any conflict of interest or duty will be managed.
 | [ ]   |
| C.7.8 | * The most recent financial statement for the company or association which must be audited by a registered auditor.
 | [ ]   |
| C.7.9 | * The school boarding premises’ governance charter, outlining the key functions and responsibilities of the school boarding premises’ Board and any subcommittees.
 | [ ]   |
| C.7.10 | * The school boarding premises’ strategic plan.
 | [ ]   |
| C.7.11 | * The school boarding premises’ business plan, which is validated by an independent qualified accountant, ensuring that it includes:
* enrolment estimates and assumptions
* five-year financial forecasts
 | [ ]   |
| Not-for-profit-statusPlease provide: | C.7.12 | * If a registered school and the school boarding premises have the same legal entity or proprietor, the school will ensure that it doesn’t compromise the school's compliance with the not-for-profit requirements under the ETR Regulations.

Please refer to Part D of the declaration section. | [ ]   |
| Probity Please complete and include:Please provide:  | C.7.13 | * [Fit and Proper Statutory Declarations](http://www.vrqa.vic.gov.au/Documents/SBPFitProp.docx) for each responsible person. In a non-Government school boarding premises, every responsible person must be a fit and proper person
 | [ ]   |
| C.7.14 | * A list of each responsible person, their role and a summary of the qualifications and experience of each person
 | [ ]   |
| C.8 | **Philosophy of provider of school boarding services**Please provide: | C.8.1 | * A statement of the school boarding services provider's philosophy which includes the vision, mission, values and objectives of the school boarding premises
 | [ ]   |
| C.8.2 | * A description of how the school boarding services provider enacts its philosophy at the registered school boarding premises
 | [ ]   |
| C.8.3 | * An outline of where the school boarding services provider has published a statement of its philosophy
 | [ ]   |
| C.9 | **Information on performance of school boarding premises to be available**Please provide: | C.9.1 | * Evidence that the provider of school boarding services makes available to the community of the school boarding premises information concerning the performance of the premises at least once a year. The information must include:
* a report of the financial activities of the school boarding premises
* copies of any other reports that the provider of school boarding services at the registered school boarding premises is required to prepare for the community of the school boarding premises under any funding agreements with the State or the Commonwealth.
 | [ ]   |
| C.10 | **Provider of school boarding services must comply with Act and Regulations**Please provide: | C.10.1 | * The provider of school boarding services at a registered school boarding premises must comply with the requirements of the Act and the ETR Regulations.

Please refer to Part D of the declaration section. | [ ]  |
| C.11 | **Provider of school boarding services must comply with conditions of registration (if applicable)**Please provide: | C.11.1 | * The provider of school boarding services at a registered school boarding premises must comply with any condition imposed on the registration of the premises by or under the Act.
 | [ ]  |
| C.11.2 | * Evidence of policies and procedures to ensure compliance with any condition imposed on the registration of the school boarding premises
 | [ ]   |
| C.12 | **Provider of school boarding services must have policies, procedures, and suitable arrangements in place**Please provide: | C.12.1 | * Policies and procedures that enable the provider of school boarding services to ensure that the premises and those services comply with the prescribed minimum standards for registration of school boarding premises.
 | [ ]   |
| C.12.2 | * A provider of school boarding services at a registered school boarding premises must have suitable arrangements in place to enable it to comply with any applicable guidelines issued by the Authority under section 4.3.8Z of the Act.

Please refer to Part D of the declaration section. | [ ]   |
| C.12.3 | * Policies and procedures as required by the minimum standards for registration, and evidence of the provider’s internal governance arrangements for:
* maintaining, reviewing, or communicating its policies and procedures as required by or under the Act, including these guidelines; and
* managing the delivery of services in accordance with its policies and procedures (as amended from time to time).

*Note:* For Government school boarding premises, there must be evidence of the provider’s student engagement policy including adequate consultation by the provider when developing the policy. | [ ]   |
| C.13 | **School boarding services must be provided in accordance with scope of registration**Please provide: | C.13.1 | * Evidence that the registered boarding premises is the primary location for the provision of school boarding services to each student.

*Note:* Where services are provided in other locations, the provider must ensure that the applicable minimum standards of registration continue to be met in respect of those alternative locations. | [ ]   |

Part D – Declaration

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| **I acknowledge that:*** the information contained in this application is true and correct
* if registered, the school boarding premises will comply with the requirements of the Act and the ETR Regulations
* if registered, the school boarding premises will have suitable arrangements in place to enable it to comply with the Guidelines to the Minimum Standards and Requirements for School Boarding Registration.
 |
| Full name | (please print)  |
| Position |  |
| Date | (day)  | (month)  | (year)  |
| Signature |  |
| **Witness**\* Before me  |
| Witness name |  |
| Witness title |  |
| Witness address |  |
| Signature |  |