





Statutory Declaration

New Director, Shareholder or Senior Officer

About this form

This declaration must be completed by training organisations when a new director, shareholder or decision-making senior officer is appointed.

Submitting the declaration

This form must be returned via email to: [vrqa.vet@education.vic.gov.au](mailto:vrqa.vet@education.vic.gov.au)

Privacy statement

All information collected in this declaration is required by State or Commonwealth legislation and associated regulatory frameworks.

The VRQA will only use this information in relation to its powers and functions under the *Education and Training Reform Act 2006* (the Act). To read the VRQA’s full privacy statement, see:

* [Privacy statement](https://www2.vrqa.vic.gov.au/vrqa-privacy-statement)

You are able to request access to information that we hold about your organisation and request that it be corrected.

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| --- | --- | --- | --- | --- | --- |
| Statutory declaration by new Director, Shareholder or Senior Officer | | | | | |
| Made under the *Oaths and Affirmations Act 2018* (as of 1 March 2019), previously *Evidence (Miscellaneous Provisions) Act 1958*) | | | | | |
| I, | |  | (Full name of Director/ Shareholder/ Senior Officer) | | |
| of | |  | (Legal entity registered) | | |
|  | |  | (RTO number or TOID) | | |
|  | do solemnly and sincerely declare that I: | |  | | |
| * understand the requirements of the *Education and Training Reform Act 2006* and have sought legal advice to clarify any aspect that I did not understand * agree to comply with the Act, Australian Quality Training Framework (AQTF) Essential Standards for Registration and all guidelines approved by the VRQA. | | | | | |
| **Answer each of the following questions. Mark with an “X” whichever is applicable:** | | | | | |
| Has the person or body (refer to legal entity named above), any person involved in the management of the person or body or any person involved in the business of the provision of courses by the person or body: | | | | | |
| 1. 1. | | ever been refused registration as an RTO or ever had their registration suspended or cancelled by the VRQA or any other state or territory registering body. | | Yes | No |
| 1. 2. | | ever had conditions imposed on their registration by the VRQA or any other state or territory registering body | | Yes | No |
| 1. 3. | | ever been convicted of an indictable offence under a law of the Commonwealth or of any Australian state or territory | | Yes | No |
| 1. 4. | | ever become bankrupt or taken the benefit of any law for the relief of bankrupt debtors, or compounded with their creditors or made an assignment of their property for their benefit | | Yes | No |
| 1. 5. | | ever been disqualified from managing corporations under Part 2D.6 of the *Corporations Act* | | Yes | No |
| 1. 6. | | ever been convicted of a sexual offence | | Yes | No |
| 1. 7. | | ever been convicted of an offence that involves fraud or dishonesty | | Yes | No |
|  | | ever been part of a company or body that has been wound up | | Yes | No |
|  | | ever been convicted of an offence against the Consumer Act within the meaning of the *Fair Trade ACT 1999* or a law relating to company administration or an offence equivalent to this in any Australian state or territory | | Yes | No |
|  | | ever been convicted of an offence against the Act or a corresponding law of the Commonwealth or of any Australian state or territory | | Yes | No |
|  | | ever been in breach of a government training contract | | Yes | No |
|  | | ever been involved in the provision of courses by another person or body who is covered by paragraph (a) to (k) at the time of the events that gave rise to the relevant prosecution or other action? | | Yes | No |
| For items covered in paragraphs (a) to (l) above that are marked ‘Yes’, provide full particulars, including any relevant attachments. | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I understand that:** | | | | | | | | |
|  | failure to provide true and correct information of a material nature in this declaration may result in cancellation or suspension of registration | | | | | | | |
|  | failure to fulfil these undertakings may result in sanctions being imposed including suspension or cancellation of registration. | | | | | | | |
|  |  | | | | | | | |
| I, | |  | | | | (full name of Director/Shareholder/ Senior Officer) | | |
| do solemnly and sincerely declare that the information I have provided is true and accurate and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the State of Victoria – *Oaths and Affirmations Act 2018* (as of 1 March 2019), previously the *Evidence (Miscellaneous Provisions) Act 1958.* | | | | | | | | |
| Declared at | | |  | | | | (location of signing) | |
| in the State of Victoria, this | | | | \_ \_ / \_ \_ / 20 \_ \_ | (date) | |  | |
|  |  | | | | | (signature of person making this declaration – to be signed in front of an authorised witness) | | |
|  | |  | | | |  | | |
| Authorised witness\*  Before me | | | | | |  | | |
|  |  | | | | | | | (name) |
|  |  | | | | | | | (title) |
|  |  | | | | | | | (address) |
|  |  | | | | | | | (signature) |
|  |  | | | | | | |  |
| \* The authorised witness must print or stamp his or her name, address and title under section 30 of the *Oaths and Affirmations Act 2018* (as of 1 March 2019), previously *Evidence (Miscellaneous Provisions) Act 1958*). For a list *of* authorised persons who may witness statutory declarations under section 30 of the *Oaths and Affirmations Act 2018* see:   * [www.justice.vic.gov.au/statdecs](http://www.justice.vic.gov.au/statdecs) | | | | | | | | |