

**STATUTORY DECLARATION BY THE SECRETARY OF A STATE
ORGANISATION CERTIFYING CERTAIN PARTICULARS RELATING TO OFFICE
HOLDERS OF THE ORGANISATION AND THE PROPER KEEPING OF THE
REGISTER OF MEMBERS OF THE ORGANISATION**

[*Industrial Relations Act 1996 - subsection 278(3)*]

I, _____
(insert full name of secretary of organisation)

of _____
(insert address)

do hereby solemnly declare and affirm that:

1. I am the secretary of _____

(insert name of organisation)

and, **lodged herewith** as attachment marked "A" is a copy of the list of offices of the said organisation showing the full names, postal addresses and occupations of the persons holding those offices as at

_____ ; and
[insert date - should be no more than 28 days prior to date of declaration -278(4)]

2. the register of members of the organisation required to be kept by it pursuant to subsections (1) and (2) of section 278 of the *Industrial Relations Act 1996* has, during the calendar year immediately preceding this notification, been kept and maintained in accordance with the said subsections; and

3. the particulars contained in the documents lodged herewith are a correct statement of the information contained in the records of the organisation, and the documents lodged herewith purporting to be copies of documents are true copies of the documents; and

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

declared at

on this day of.

.....
(signature of witness)

.....
(signature of declarant)

.....
(name of witness)

.....
(Qualification of witness) — Justice of the Peace, Australian legal practitioner, other (specify)

* Please cross out any text that does not apply

I, , a ,
certify:

[insert full name of authorised witness]

[insert qualification to be authorised witness]

1. *I saw the face of the declarant/deponent OR

*I did not see the face of the declarant/deponent because he/she was wearing a face covering, but I am satisfied that he/she had a special justification for not removing it, and

2. *I have known the person for at least 12 months OR

*I confirmed the person's identity with

.....

[describe identification document relied on]

..... ,
[insert signature of authorised witness] *[date]*

PLEASE ENSURE THAT THE DOCUMENTS ATTACHED TO THIS STATUTORY DECLARATION ARE ALSO SIGNED BY THE DECLARANT AND WITNESSED BY A JUSTICE OF THE PEACE.