**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)*.....................................................................  *(name of witness)* | .......................................................... *(signature of declarant)*  |

*...........................................................................................*

*(Qualification of witness) ⎯ Justice of the Peace, Australian legal practitioner, other (specify)*

**Certificate under section 34 (1) (c) of Oaths Act 1900**

\* 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.**