

Statutory declaration

Please note:

- Please complete this form using black or blue ink in capital letters. Mark appropriate answer boxes with a cross **X**.
- Please complete this form if you have lost your policy schedule and you wish to request a replacement policy schedule.

1. Policy owner details
(All fields must be completed)

Account number

Policy owner

Title Date of birth (dd/mm/yyyy)

Given name(s)

Surname

Full Company/Trust/Fund name

Residential address

Suburb State Postcode

Country

Postal address

Suburb State Postcode

Country

Mobile number Alternate phone number

Email address

Occupation of person making the declaration

2. Declaration and acknowledgement

By signing this form I declare as follows:

- The policy owner is the legal owner of the above named Policy.
- The policy is **not** currently the subject of an assignment, transfer, charge or lien and the policy owner has not in any way parted with their interest in it.
- I have made a thorough search for the policy schedule, and
- it cannot be found; or
- the policy owner never received the policy schedule; or
- the policy schedule was destroyed.
- I will forward the policy schedule to Resolution Life for cancellation if found.
- I make this declaration under the *Statutory Declarations Act 1959*.
- I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959* and I believe the statements in this declaration are true in every particular.

Signature of policy owner

Date (dd mm yyyy)

Signature of Director/Company officer/trustee

Date (dd mm yyyy)

Declared at

Before me (Signature of person before whom the declaration is made)

2. Declaration and acknowledgement (continued)

Qualification of person before whom the declaration is made

Name of person before whom the declaration is made

Address of person before whom the declaration is made

3. A statutory declaration under the *Statutory Declaration Act 1959* may be made before:

Persons who can certify documents

A person who is currently licensed or registered under a law to practise in Australia in one of the following occupations:

- Architect
- Chiropractor
- Dentist
- Financial adviser or financial planner
- Legal practitioner
- Medical practitioner
- Midwife
- Migration agent registered under Division 3 of Part 3 of the *Migration Act 1958*, or similar legislation in a foreign country
- Nurse
- Occupational therapist
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon
- A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more years of continuous service with one or more licensees;
- An officer with, or a credit representative of, a holder of an Australian credit licence, having two or more years of continuous service with one or more licensees; or a person who is in the following list:
- Accountant who is:
 - a. a fellow of the National Tax Accountants' Association; or
 - b. a member of any of the following:
 - i. Chartered Accountants Australia and New Zealand;
 - ii. the Association of Taxation and Management Accountants;
 - iii. CPA Australia;
 - iv. the Institute of Public Accountants
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- APS employee engaged on an ongoing basis with two or more years of continuous service who is not specified in another item in this list

3. A statutory declaration under the *Statutory Declaration Act 1959* may be made before: (continued)

- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*).
- Bailiff
- Bank officer with two or more continuous years of service
- Building society officer with two or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with two or more years of continuous service
- Employee of a Commonwealth authority engaged on a permanent basis with two or more years of continuous service who is not specified in another item in this list
- Employee of the Australian Trade and Investments Commission who is:
 - a. in a country or place outside Australia and
 - b. authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and
 - c. exercising the employee's function in that place
- Employee of the Commonwealth who is:
 - a. at a place outside Australia; and
 - b. authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
 - c. exercising the employee's function in that place
- Engineer who is:
 - a. a member of Engineers Australia, other than at the grade of student; or
 - b. a Registered Professional Engineer of Professionals Australia; or
 - c. registered as an engineer under a law of the Commonwealth, a State or Territory; or
 - d. registered on the National Engineering Register by Engineers Australia
- Finance company officer with two or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of the Australian Defence Force who is:
 - a. an officer; or
 - b. a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with five or more years of continuous service; or
 - c. a warrant officer within the meaning of that Act
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Governance Institute of Australia Ltd

3. A statutory declaration under the *Statutory Declaration Act 1959* may be made before: (continued)

- Member of:
 - a. the Parliament of the Commonwealth or
 - b. the Parliament of a State or
 - c. a Territory legislature or
 - d. a local government authority
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public, including a notary public (however described) exercising functions at a place outside:
 - a. the Commonwealth; and
 - b. the external Territories of the Commonwealth
- Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office providing postal services to the public
- Permanent employee of:
 - a. a State or Territory or a State or Territory authority; or
 - b. a local government authority; with two or more years of continuous service other than such an employee who is specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive employee of a Commonwealth authority
- Senior Executive employee of a State or Territory
- SES employee of the Commonwealth
- Sheriff
- Sheriff's officer
- Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution.

Where to send this form

This form must be mailed to:

Acenda
Guaranteed Annuities
GPO Box 3306
Sydney NSW 2001

Contact phone number

13 57 22
between 9am and 5pm (AEST/AEDT), Monday to Friday, excluding public holidays.

What you need to know

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