# Instructions for completing a statutory declaration

VicScreen requires recipients of *Victorian Production Fund (VPF)* *– Film, TV & Online* and the *Regional Location Assistance Fund (RLAF)* to make a Statutory Declaration confirming the actual Victorian spend or regional Victorian spend and number of Regional Shoot dates incurred by the Project.

The following pages contain templates for:

1. VPF projects
2. RLAF projects
3. Combined VPF and RLAF projects

Please use the appropriate template for your project and ensure that:

* A Director of the relevant Company completes all highlighted fields
* The form is printed out in hard copy
* The Company Director signs the form before an Authorised Statutory Declaration Witness\*
* The Authorised Witness provides their details (Name, Address and Title) and signature
* The completed form provided to VicScreen with other acquittal/remittance documentation.

Please complete the following form using the notes in the left-hand margin for guidance. More guidance on making statutory declarations (\*including who can be an Authorised Statutory Declaration Witness) can be found at [justice.vic.gov.au](http://www.justice.vic.gov.au/)/statdecs

*When making the statutory declaration the declarant must say aloud:*

I*, [full name of person making declaration]* of *[address],* declare that the contents of this statutory declaration are true and correct.

# Statutory Declaration for the Victorian Production Fund – Film, TV & Online

|  |  |  |  |
| --- | --- | --- | --- |
| Insert the name, address and occupation of person making the statutory declaration. | I,  make the following statutory declaration under the **Oaths and Affirmations Act 2018:** | | |
| 1. I am a director of *[insert company name]* (**Company**). 2. The Company has complied with all of its obligations under the Assigned Production Investment Agreement dated [*insert date*] between the Company and VicScreen (**Agreement**) for the project *[project name]* (**Project**). 3. The contents of the Final Cost Report submitted by the Company for the Project are true and correct. 4. The Company has incurred Victorian Spend of $*[insert amount]* directly in connection with the Project, as set out in the Final Cost Report. 5. The Company has complied with all requirements of the *Victorian Screen Industry Code of Conduct* and *Australian Screen Industry Code of Practice: Discrimination, Harassment, Sexual Harassment and Bullying* throughout the production of the Project. | | |
|  |
|  | I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence. | | |
| *Signature of person making the declaration* |  | | |
| *Place (City, town or suburb)*  *Date* | Declared at |  | \*in the state of Victoria |
| on | | |
| *Signature of authorised statutory declaration witness*  *Date* | I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:  on | | |
| *Name, capacity in which authorised person has authority to witness statutory declaration, and address (writing, typing or stamp)* | A person authorised under section 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration. | | |

# Statutory Declaration for Regional Location Assistance Fund

|  |  |  |  |
| --- | --- | --- | --- |
| Insert the name, address and occupation of person making the statutory declaration. | I,  make the following statutory declaration under the **Oaths and Affirmations Act 2018:** | | |
| 1. I am a director of *[insert company name]* (**Company**). 2. The Company has complied with all of its obligations under the Regional Location Assistance Fund Agreement dated [*insert date*] between the Company and VicScreen (**Agreement**) for the project *[project name]* (**Project**). 3. The contents of the Final Cost Report submitted by the Company for the Project are true and correct. 4. The Company has incurred Victorian Regional Spend of $*[insert amount]* directly in connection with the Project, as set out in the Final Cost Report. 5. The Company confirms that is has fulfilled its requirements to accommodate the majority of crew/cast in proximity to the regional filming location for a minimum of five (5) days during principal photography. | | |
|  |
|  | I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence. | | |
| *Signature of person making the declaration* |  | | |
| *Place (City, town or suburb)*  *Date* | Declared at |  | \*in the state of Victoria |
| on | | |
| *Signature of authorised statutory declaration witness*  *Date* | I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:  on | | |
| *Name, capacity in which authorised person has authority to witness statutory declaration, and address (writing, typing or stamp)* | A person authorised under section 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration. | | |

# Statutory Declaration for the Victorian Production Fund – Film, TV & Online and Regional Location Assistance Fund

|  |  |  |  |
| --- | --- | --- | --- |
| Insert the name, address and occupation of person making the statutory declaration. | I,  make the following statutory declaration under the **Oaths and Affirmations Act 2018:** | | |
| 1. I am a director of *[insert company name]* (**Company**). 2. The Company has complied with all of its obligations under the Assigned Production Investment Agreement dated [*insert date*] and the Regional Location Assistance Fund Agreement dated [insert date] between the Company and VicScreen (**Agreement**) for the project *[project name]* (**Project**). 3. The contents of the Final Cost Reports submitted by the Company for the Project are true and correct. 4. The Company has incurred Victorian Spend of $*[insert amount]* directly in connection with the Project, as set out in the Final Cost Report. 5. The Company has incurred Victorian Regional Spend of $*[insert amount]* directly in connection with the Project, as set out in the Final Cost Report. 6. The Company confirms that is has fulfilled its requirements to accommodate the majority of crew/cast in proximity to the regional filming location for a minimum of five (5) days during principal photography. 7. The Company has complied with all requirements of the Victorian Screen Industry Code of Conduct and Australian Screen Industry Code of Practice: Discrimination, Harassment, Sexual Harassment and Bullying throughout the production of the Project. | | |
|  |
|  | I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence. | | |
| *Signature of person making the declaration* |  | | |
| *Place (City, town or suburb)*  *Date* | Declared at |  | \*in the state of Victoria |
| on | | |
| *Signature of authorised statutory declaration witness*  *Date* | I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:  on | | |
| *Name, capacity in which authorised person has authority to witness statutory declaration, and address (writing, typing or stamp)* | A person authorised under section 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration. | | |