

Instructions for completing a statutory declaration

This form can be used to make a statutory declaration in Queensland whether it is signed physically or electronically or witnessed by someone in person or via audio visual link (AV link). Please complete the form following the instructions in the left-hand margin. You can find more information on making a statutory declaration at www.qld.gov.au/legal/documents. There is also information available if the person is witnessing the statutory declaration via AV link.

The address of the person making the declaration and the place where the declaration is signed are requested on the statutory declaration form. The individual making the declaration, or another impacted person, may exercise judgement and state their address as "Queensland" or "Australia" if it would be unsafe to reveal this information, such as if there are worries about domestic, family, or sexual violence. A witness is required to provide more personal information at the bottom of the form. A witness should refer to the "[Fact Sheet – Witness information for statutory declarations or affidavits](#)".

Please delete or redact any highlighted text which is not relevant to your circumstances.

Oaths Act 1867 (sections 13C, 13E, 14)

QUEENSLAND STATUTORY DECLARATION

Insert full name and address of person making the declaration. An address can be listed as "Queensland" or "Australia" if it would be unsafe to reveal this information, such as if there are worries about domestic, family, or sexual violence.

I, [insert full name],
of [insert address],
do solemnly and sincerely declare that:

- 1. I am a(role/position title)
of (full legal name of lobbying entity)
..... (ACN or ABN)
..... (registered business name if applicable)

My email address is.....

Set out matter/s to be declared in numbered paragraphs

- 2. I am/am not a 'former representative'
If applicable: for each Queensland government or Queensland opposition role you held, in the 2 years immediately before becoming a former representative, please provide the following details (If you are only a former government representative or former opposition representative in another state or in the Commonwealth, answer am not.):

Cease date:

Nature of official dealings: in the 2 years immediately before becoming a former senior Queensland government or Queensland opposition representative, I engaged in the following official dealings:

.....
.....
.....

Portfolio/Policy Area:

Role/position title:

Start date: End date:

Department, Agency or office:
.....

3. I am/am not disqualified from being a registered lobbyist under section 49 of the *Integrity Act 2009*.

A previously registered lobbyist, who performed a substantial role in a Queensland general election campaign for a political party, may be disqualified from being registered. Please see [section 49](#) of the Integrity Act 2009.

4. I am/am not performing or intending to perform a substantial role in a Queensland general election campaign of a political party.

If applicable, please provide details: (political party, commencement date, details of substantial role):

.....
.....
.....

5. I have/have not been convicted of an offence for which I was sentenced to a term of imprisonment of at least 30 months; or an offence involving fraud or dishonesty for which I was convicted as an adult. (Do not disclose spent convictions)

If you have relevant convictions, provide details including the date of conviction, the offence, the sentence/order of the court:

.....
.....
.....

6. My registration as a lobbyist in another jurisdiction has/has not ever been cancelled or suspended (You are required to declare any previous cancellations or suspensions even if you are currently registered). *If applicable, please provide details:*

.....
.....
.....

7. I am/am not aware of any other facts or circumstances which may be relevant to the assessment by the Integrity Commissioner regarding my suitability to register as a lobbyist.

For example, please disclose if you are an undischarged bankrupt; if you have been a director of a corporation while it was a chapter 5 body corporate under the Corporations Act 2001; if you have been disqualified from involvement in the management of a corporation; if you are or have been the subject of disciplinary action, however expressed, in a profession or occupation in Australia or a foreign country.

If applicable, please provide details.

.....
.....
.....

8. If I am registered as a lobbyist, I will comply with my obligations as a registered lobbyist, including but not limited to my obligations under the *Integrity Act 2009*, the Queensland Registered Lobbyists Code of Conduct, any conditions upon my registration and any relevant directives issued by the Queensland Integrity Commissioner.
9. If any of the details, provided above, change or if I become aware that any of the information is incorrect, I will provide notice to my employer/organisation within 10 business days of becoming aware of the change so they can update the Queensland Integrity Commissioner, in accordance with section 65 of the *Integrity Act 2009*.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

If completing this declaration and you need more space, please attach any additional pages to this form and tick the box to indicate that additional pages are attached.

The contents of this statutory declaration are true, except where they are stated on the basis of information and belief, in which case they are true to the best of my knowledge. I understand that a person who makes a declaration that the person knows is false in a material particular commits an offence.

I state that:

- This declaration was made in the form of an electronic document¹
- This declaration was electronically signed²
- This declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867*³

(tick if applicable)

Full name and signature of person making the declaration. If using a substitute signatory, only insert the name of signatory, leave the

DECLARED by

[Full name of signatory]

[signature of signatory]

signature of signatory panel blank, and complete the next section.

[insert place where signatory is located]

[date]

(if applicable)

Full name and signature of substitute signatory (cross out if not applicable). Refer to the **Fact Sheet – Who can sign a statutory declaration or affidavit as a substitute signatory.**

Signed for and at the direction of the signatory by

[Full name of substitute signatory]

[signature of substitute signatory]

Substitute signatory to include additional information if directed over AV link. Refer to the **Fact Sheet – Who can sign a statutory declaration or affidavit as a substitute signatory.**

[Australian legal practitioner/government Legal officer/employee of the Public Trustee, as applicable]⁴

Insert date of signing.

Declared on [] day [] month [] year

In the presence of:

Full name and signature of 4uthorized witness. Refer to the **Fact Sheet – Who can witness a statutory declaration or affidavit in Queensland.**

[full name of witness]

[signature of witness]

Qualification of witness (e.g lawyer, JP, Cdec, etc).

[type of witness]

Declared on [] day [] Month [] year [date]

[witness seal of office, if applicable]

Witness must include additional information under section 13E of the *Oaths Act 1867*. Refer to the **Fact Sheet – Witness information for statutory declarations or affidavits.**

[witness's place of employment / Employment address / home address / telephone number / email address / law practice, as applicable]⁵

Special witness
If this form has been electronically signed or witnessed over AV link, the special witness must declare which of the following apply to the witnessing of this form.

- I am a special witness under the Oaths Act 1867 (Qld) *(see section 12 of the Oaths Act 1867)*
- This document was made in the form of an electronic document ⁶
- I electronically signed this document ⁷
- This statutory declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867* – I understand the requirements for witnessing a document by AV link and have complied with those requirement ⁸

The endnotes are to assist in the completion of the form and do not need to be witnessed or submitted with your form.

¹ Tick this box if you electronically signed the document, or if you physically signed the document over AV link and then sent a scanned copy of that document to the witness.

² Tick this box if you or your substitute signatory electronically signed the document using an accepted method under the *Oaths Act 1867*. Do not tick this box if you signed the document on paper.

³ Tick this box if the document was made over AV link.

⁴ A person may be directed by AV link to sign a document for a signatory only if the person is: an Australian legal practitioner; or a government legal officer under the *Legal Profession Act 2007* (who is an Australian lawyer but not an Australian legal practitioner and witnesses documents in the course of the government work engaged in by the officer); or is an employee of the public trustee (section 31P, *Oaths Act 1867*).

⁵ Legal practitioners who witness this document as a special witness must include their law practice (section 13E, *Oaths Act 1867*).

⁶ Tick this box if you electronically signed the document or if you physically signed the document and sent a scanned copy of that document to the signatory.

⁷ Tick this box if you electronically signed the document using an accepted method under the *Oaths Act 1867*. Do not tick this box if you signed the document on paper.

⁸ Tick this box if the document was made over AV link.

Further information on completing the statutory declaration can be found on the following website:

[Statutory declarations | Your rights, crime and the law | Queensland Government](#)

Enquiries

Lobbying Register, Queensland Integrity Commissioner:

- Website: <https://www.integrity.qld.gov.au/>
- Email: lobbyist@integrity.qld.gov.au
- Phone: (07) 3003 2888

Collection notice

The personal information contained within this application is collected by the Queensland Integrity Commissioner for the purpose of fulfilling their functions under the *Integrity Act 2009* (the Act). The Integrity Commissioner's functions include keeping the lobbying register and having responsibility for the registration of lobbyists under chapter 4 of the Act to provide education and training about the operation of chapter 4.

Providing this information is voluntary, but if you do not answer all the questions and provide all of the information requested, the application cannot be assessed and decided.

Except as authorised or required by law, the personal information collected via this application will only be recorded, used, and/or disclosed for purposes directly related to the conduct of the Integrity Commissioner's functions. The Queensland Integrity Commissioner may also use your information to notify you of information about lobbying regulations in Queensland including updated information on the Integrity Commissioner's website.

If the application is successful, some of the information collected on this form will be made publicly available for inspection on the Lobbying Register located at www.integrity.qld.gov.au. For example, the following personal information about registered lobbyists will appear on the Lobbying Register:

- Full name of registered lobbyist
- Position/role
- Former representative status
- Details of official dealings (if applicable)
- Details of other officers/employees (if applicable)
- Details of clients

In accordance with the *Electronic Transactions (Queensland) Act 2001*, by providing an email address, you consent to receiving communication, including the service of statutory notices, by email.

What to do with this statutory declaration

Please provide this completed, signed and witnessed statutory declaration to the lobbying entity you work for. They will then provide your statutory declaration with the application to register you as a lobbyist.

Glossary

Cease date – the date on which the individual became a former representative.

Chapter 5 body corporate – see definition in section 9 of the *Corporations Act 2001*, for example, a company that is being wound up or is under administration.

Election campaign means a campaign in relation to a Queensland State election, to elect members of the Legislative Assembly.

Former representative – a former senior Queensland government representative or a former Queensland Opposition representative (section 61, *Integrity Act 2009*).

Former senior Queensland government representative – a person who held, but no longer holds, any of the following offices: Premier; Minister; Assistant Minister; councillor; ministerial staff member; assistant minister staff member; an office of a public sector officer that is an office of chief executive, senior executive or senior executive equivalent in Queensland (section 59, *Integrity Act 2009*).

Former Queensland Opposition representative – a person who held, but no longer holds, any of the following offices: Leader of the Opposition; Deputy Leader of the Opposition; staff member in the office of the Leader of the Opposition in Queensland (section 60, *Integrity Act 2009*).

Legal name – For a sole trader: the individual's full name. For a company: the name registered with ASIC. For a partnership – the full names of all the partners. For a trust – the name of the trust as shown in the trust deed.

Lobbying activity – communicating with a government representative in an effort to influence decision-making of the State government or a local government; communicating with an Opposition representative in an effort to influence decision-making of the Opposition (section 42, *Integrity Act 2009*). For a list of what is not lobbying activity, please see section 43 of the *Integrity Act 2009*.

Official dealings – means any of the following dealings that the person engaged in as part of the person's ordinary duties on a regular basis: Queensland government or Queensland Opposition business or activities; negotiations, briefings, contracts and the making or receipt of representations relating to Queensland government or Queensland Opposition business or activities (section 41, *Integrity Act 2009*).

Recorded Particulars - Are the details of a registered lobbyist provided in an application for registration and published on the Queensland Lobbying Register

Spent conviction – A criminal conviction that has lapsed after a period of time and which has been removed from a person's criminal record. If a conviction is spent it does not appear on a police record check and we cannot ask you to reveal the conviction. For further information about spent convictions please see [Criminal records | Your rights, crime and the law | Queensland Government](#).

Substantial role – in the election campaign of a political party means a role at a senior level, whether paid or unpaid, that involves employment or engagement by the party and incorporates significant involvement in the party's election strategy or policy development. It does not include any of the following—general membership of the party; volunteering for, or advising, a particular candidate; door knocking, placing documents in letter boxes or other campaign communications; media liaison; handing out how to vote material (section 41, *Integrity Act 2009*).