

Have customer complete Statutory Declaration for either one or two declarants and Authorisation for Police Investigation. These forms must be witnessed before an appropriate person (refer to 'List of people who may witness a Statutory Declaration').

Return original Statutory Declaration and Authorisation for Police Investigation to the Cheque Fraud Team by either internal mail or customer may post directly. Alternatively you might like to scan a copy and send via email.

**Mail address**

Cheque Fraud Team, NAB  
27/500 Bourke Street  
Melbourne  
VIC 3000

**Email**

chequefraud@nab.com.au

**Determine which Statutory Declaration to use**

- Any one to sign
- Any two (2) to sign

**After viewing the cheque the customer is able to confirm that they:**

- did not make cheque payable to 'Cash'
- did not make cheque payable to (person/company)
- did not authorise any alterations to the cheque
- did not sign the cheque
- the original cheque is still in the cheque book

**After completing the cheque the customer:**

- mailed the cheque from (location)... to (location)
- handed the cheque to (person)

**Details of circumstances**

- Was the cheque stolen? If yes, provide location details.
- Was this matter reported to the police? If so, provide details.
- Is the payee known to you?
- Was the original cheque book received by yourself?

**For multiple transactions**

- Complete list of transactions on a separate sheet/s
- Title the separate sheet/s 'Annexure' A, B, C etc. to Statutory Declaration

**How to provide an annexure:**

- On original Statutory Declaration, write 'Refer to Annexure'
- Each Annexure is to be signed by declarant in the presence of authorised witness and witnessed as in accordance with the original Statutory Declaration
- Attach Annexure/s to Statutory Declaration

# List of people who may witness a Statutory Declaration

1. a person who is currently licensed or registered under a law of a State or Territory to practise in one of the following occupations:
  - Chiropractor
  - Dentist
  - Legal practitioner
  - Medical practitioner
  - Nurse
  - Optometrist
  - Patent attorney
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Trade marks attorney
  - Veterinary surgeon
2. 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); or
3. a person who is in the following list:
  - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
  - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
  - Bailiff
  - Bank officer with 5 or more continuous years of service
  - Building society officer with 5 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 5 or more years of continuous service
  - Employee of the Australian Trade Commission who is:
    - a. in a country or place outside Australia; and
    - b. authorised under paragraph 3(d) of the Consular Fees Act 1955; and
    - c. exercising his or her function in that place
  - Employee of the Commonwealth 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 his or her function in that place
  - Fellow of the National Tax Accountants' Association
  - Finance company officer with 5 or more years of continuous service
  - Holder of a statutory office not specified in another item in this list
  - Judge of a court
  - 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 Chartered Secretaries Australia
  - Member of Engineers Australia, other than at the grade of student
  - Member of the Association of Taxation and Management Accountants
  - Member of the Australasian Institute of Mining and Metallurgy
  - 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 5 or more years of continuous service; or
    - c. a warrant officer within the meaning of that Act
  - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
  - 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 of a State or Territory
  - Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
  - Notary public
  - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
  - Permanent employee of:
    - a. the Commonwealth or a Commonwealth authority; or
    - b. a State or Territory or a State or Territory authority; or
    - c. a local government authority; with 5 or more years of continuous service who is not 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 Service employee of:
    - a. the Commonwealth or a Commonwealth authority; or
    - b. a State or Territory or a State or Territory authority
  - Sheriff
  - Sheriff's officer
  - Teacher employed on a full-time basis at a school or tertiary education institution.

This information is current as of March 2017 and is subject to change. Please consult the Australian Government, Attorney-General Department website for further information:  
<https://www.ag.gov.au/Publications/Statutory-declarations/Pages/List-of-authorized-witnesses.aspx>

# Commonwealth of Australia Statutory Declaration

(One declarant to sign)

I \_\_\_\_\_  
(Full name)

of \_\_\_\_\_  
(Address)

make the following declaration under the **Statutory Declarations Act 1959**:

I conduct an account styled \_\_\_\_\_  
BSB number \_\_\_\_\_ Account number \_\_\_\_\_ with the National Australia Bank Limited; and  
am one of the authorising signatories of this account/the authorising signatory of this account.

I am the \_\_\_\_\_ of \_\_\_\_\_  
(Position) (Business)

which \_\_\_\_\_  
(Nature of business)

The cheque book of the account is located at \_\_\_\_\_  
and is accessible to \_\_\_\_\_

On \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ , from information provided by \_\_\_\_\_  
of \_\_\_\_\_, I became aware of a \$ \_\_\_\_\_ unauthorised  
cheque drawing on this account on \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ .

After viewing the cheque I am able to confirm that I \_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ , I signed cheque number \_\_\_\_\_ for \$ \_\_\_\_\_. The cheque was in favour  
of \_\_\_\_\_, for the purpose of \_\_\_\_\_  
\_\_\_\_\_

After completing this cheque, I \_\_\_\_\_  
\_\_\_\_\_

(Details of circumstances or suspicions surrounding this incident)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 that the statements in this declaration are true in every particular.

\_\_\_\_\_  
(Signature)

Declared at \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

Before me \_\_\_\_\_  
(Signature of witness)

Name of witness \_\_\_\_\_  
(BLOCK LETTERS)

Title of person \_\_\_\_\_

**Note 1** A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for  
which is imprisonment for a term of 4 years – see section 11 of the **Statutory Declarations Act 1959**.

**Note 2** Chapter 2 of the **Criminal Code** applies to all offences against the **Statutory Declarations Act 1959** – see section 5A of the  
**Statutory Declarations Act 1959**.

# Commonwealth of Australia Statutory Declaration

(Two declarants to sign)

We \_\_\_\_\_  
(Full name)

of \_\_\_\_\_  
(Address)

make the following declaration under the **Statutory Declarations Act 1959**:

We conduct an account styled \_\_\_\_\_  
BSB number \_\_\_\_\_ Account number \_\_\_\_\_ with the National Australia Bank Limited; and  
am one of the authorising signatories of this account/the authorising signatory of this account.

We are the \_\_\_\_\_ of \_\_\_\_\_  
(Position) (Business)

which \_\_\_\_\_  
(Nature of business)

The cheque book of the account is located at \_\_\_\_\_  
and is accessible to \_\_\_\_\_

On \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_, from information provided by \_\_\_\_\_  
of \_\_\_\_\_, we became aware of a \$ \_\_\_\_\_ unauthorised  
cheque drawing on this account on \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_.

After viewing the cheque we are able to confirm that \_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_, We signed cheque number \_\_\_\_\_ for \$ \_\_\_\_\_. The cheque was in favour  
of \_\_\_\_\_, for the purpose of \_\_\_\_\_

After completing this cheque, we \_\_\_\_\_  
\_\_\_\_\_

(Details of circumstances or suspicions surrounding this incident)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We 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 we believe that the statements in this declaration are true in every particular.

\_\_\_\_\_  
(Signature) Name \_\_\_\_\_  
(BLOCK LETTERS)

\_\_\_\_\_  
(Signature) Name \_\_\_\_\_  
(BLOCK LETTERS)

Declared at \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

Before me \_\_\_\_\_  
(Signature of witness)

Name of witness \_\_\_\_\_  
(BLOCK LETTERS)

Title of person \_\_\_\_\_

**Note 1** A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for  
which is imprisonment for a term of 4 years – see section 11 of the **Statutory Declarations Act 1959**.

**Note 2** Chapter 2 of the **Criminal Code** applies to all offences against the **Statutory Declarations Act 1959** – see section 5A of the  
**Statutory Declarations Act 1959**.

# Authorisation for Police Investigation

The customer must complete and sign the following form so as to assist our team in handing over documents to the Police.

I/We, \_\_\_\_\_  
(Full name(s))

conduct an account styled \_\_\_\_\_  
BSB number \_\_\_\_\_ Account number \_\_\_\_\_ with the National Australia Bank Limited; and  
I/we are signatory/signatories on this account.

I/We authorise the National Australia Bank Limited to provide details, information, documents and statements  
(whether originals or copies), in relation to cheque number(s) \_\_\_\_\_ .  
In the amount(s) \_\_\_\_\_ to the Australian Police Force for purpose of investigation.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name – BLOCK LETTERS)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name – BLOCK LETTERS)

For and on behalf of  
\_\_\_\_\_  
(Company/Business name – BLOCK LETTERS)