

Application for Financial Hardship

I, (Full Name) _____

of (Address) _____

Date of Birth _____

Phone Number _____

Email address _____

ARL Reference Number _____

do solemnly and sincerely declare that I am experiencing Financial Hardship due to:

(Reasons for Financial Hardship) _____

and the following information constitutes a full disclosure of my financial position at this time:

1. AMOUNT AND SOURCE OF WEEKLY INCOME EMPLOYMENT:

EMPLOYMENT:

If working for an employer: *(Please provide supporting documentation ie payslips for last 6 months)*

Occupation: _____

Name of employer: _____

Address of employer: _____

Net Wage: _____ \$

Current Overtime (if any) _____ \$

Car and other allowances and commissions: _____ \$

IF SELF-EMPLOYED OR IN PARTNERSHIP:

(Please provide supporting documentation ie Last 2 Tax returns)

Average pre-tax earnings for last 12 months _____ \$

IF UNEMPLOYED: *(Please provide proof of registration for benefits etc)*

Length of last employment: _____

Date when last employment ceased: _____

Net weekly amount earned: _____ \$

Pension or other benefit received: _____ \$

Worker's Compensation received: _____ \$

OTHER INCOME *(Please provide proof of income)* Income of Spouse/Partner:

Maintenance received:	\$
Superannuation received:	\$
Board or Rent received:	\$
Average weekly interest on Bank/Building Society deposit, debentures, etc:	\$
Average weekly dividend on shares:	\$
Other income of any description: <i>(give particulars)</i>	\$
TOTAL GROSS WEEKLY INCOME:	\$

2. PROPERTY AND ASSETS:

LAND, INCLUDING VACANT LAND

For each piece of land

Market Value	\$
Amount of Mortgage:	\$
Net Value:	\$

MOTOR VEHICLE

From each motor vehicle:

Year, Make and Model: _____

Market Value: _____

Amount owing to finance company:	\$
Net Value:	\$

OTHER

Deposit in bank, building society, etc: \$

Debentures, bonds: \$

Money owed to you: \$

From: _____ \$

TOTAL: \$

Value of interest in partnership or business: \$

Furniture, household and personal goods: \$

Market Value: *Less amount owing to finance company*) \$

Net Value: \$

Life insurance policies: *(Give particulars and state surrender value of each policy)* \$

Other Assets: *(Give particulars)* _____

TOTAL PROPERTY AND ASSETS: \$

3. WEEKLY EXPENSES:

Income Tax:	\$ _____
Superannuation:	\$ _____
Housing (<i>mortgage, rent, board</i>)	\$ _____
Municipal rates:	\$ _____
Water and sewerage rates:	\$ _____
Land Tax:	\$ _____
Child Care expenses: (<i>incurred for the purpose of earning income</i>)	\$ _____
Maintenance actually paid:	\$ _____
Installment payments:	\$ _____
Maintenance received:	\$ _____
TO: _____	\$ _____
TO: _____	\$ _____
TOTAL:	\$ _____
Electricity and Gas:	\$ _____
Food:	\$ _____
Other general household expenses: Motor vehicle expenses (<i>registration, Insurance, maintenance, fuel</i>):	\$ _____
Fares:	\$ _____
Telephone:	\$ _____
Insurance policy premiums:	\$ _____
School fees and other school expenses: (<i>less grants, scholarships, assistance schemes</i>):	\$ _____
Clothing and shoes:	\$ _____
Medical and chemist expenses:	\$ _____
Entertainment:	\$ _____
Payments on court orders and fines:	\$ _____
Other expenses (give particulars):	\$ _____
TOTAL:	\$ _____

4. OTHER DEBTS OUTSTANDING (Give particulars of debts under hire purchase, leasing, credit card and other credit contracts, department store accounts, guarantee or personal loan)

\$	TO	DUE ON	\$	pw
\$	TO	DUE ON	\$	pw
\$	TO	DUE ON	\$	pw
TOTAL: \$ _____				

If any of the property and assets referred to in section 2 are jointly owned, identify each asset and give the name of the other owner or owners.

If any of the weekly expenses referred to in section 3 are due jointly, identify the weekly expense and give the name of the other owner or owners.

If any of the debts referred to in section 4 are due jointly, identify each debt and give the name of the other debtor or debtors.

5. OTHER CIRCUMSTANCES:

Give particulars of any other circumstances, which affect your financial situation such as:

The number and age of dependents

Marital status

Health

Give particulars of any and every company (*public or private*) or business enterprise of which you are a director, shareholder, officer, partner, or proprietor:

6. ARRANGEMENT OFFER:

I offer to repay the debt by installments of \$ _____ per week / fortnight / month

commencing on _____

Declared at _____)

this _____ day)

of _____ 20)

Signature of the person before whom the declaration is made.

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 Insert the name,
address and
occupation of
person making the
declaration

I,¹

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

2 Set out matter
declared to in
numbered
paragraphs

2

1. AMOUNT AND SOURCE OF WEEKLY INCOME EMPLOYMENT:

2. PROPERTY AND ASSETS:

3. WEEKLY EXPENSES

4. OTHER DEBTS OUTSTANDING

5. OTHER CIRCUMSTANCES

6. ARRANGEMENT OFFER

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.

3 Signature of
person making the
declaration

3

4 Place
5 Day
6 Month and year

Declared at ⁴ on ⁵ of ⁶

Before me,

7 Signature of
person before
whom the
declaration is made
(see over)

7

8 Full name,
qualification and
address of person
before whom the
declaration is made
(in printed letters)

8

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*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law 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