



Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

I, <i>Insert the name of person making the declaration</i>
 <i>address of person making the declaration</i>
 <i>a occupation of person making the declaration</i>
make the following declaration under the <i>Statutory Declarations Act 1959</i> :

I confirm that the circumstances for which I am submitting an application to withdraw from a fund of which National Mutual Funds Management Ltd is the responsible entity are as indicated in items 1 to 4 below:

		Are you eligible?	Checklist reference
<input type="checkbox"/>	1.	I need the amount requested to pay for reasonable and immediate living expenses for myself, my dependent or a beneficiary of the estate for which I am the executor.	Severe financial hardship
<input type="checkbox"/>	2.	I, my dependent or a beneficiary of the estate for which I am the executor have ceased gainful employment by reason of mental or physical ill-health and am unlikely ever again to engage in gainful employment of the type for which I am reasonably qualified by education, training or experience.	Permanent incapacity
<input type="checkbox"/>	3.	I, my dependent or a beneficiary of the estate for which I am the executor have not been in gainful employment for a period of at least 3 months and have no other means of financial support	Unemployment
<input type="checkbox"/>	4.	I, my dependent or a beneficiary of my estate for which I am executor need the amount requested to enable payments required to be made to secure, or remain in, aged care. <i>*Please note this hardship criteria does not apply to the Wholesale Australian Property Fund or the Australian Property Fund.</i>	Aged care

I confirm that I require the withdrawal amount requested for the expense(s) indicated in items 5 to 11 below and that I, my dependant or a beneficiary of the estate for which I am the executor do not have financial capacity to meet the expense(s) as evidenced by my statement of Assets, Income and Liabilities below:

		Are you eligible?	Checklist reference
<input type="checkbox"/>	5.	I need help to pay for medical costs (and transport costs) required to treat a life-threatening illness or injury, to alleviate acute or chronic pain, or to alleviate an acute or chronic mental disturbance being suffered by myself, my dependant or a beneficiary of the estate for which I am the executor where two registered medical practitioners (at least one of whom must be a specialist) have provided certified statements confirming the medical condition to this effect.	Compassionate grounds – A
<input type="checkbox"/>	6.	I need to pay for specific modifications (to a principal place or residence or vehicle) that are necessary to accommodate special needs arising from a severe disability being suffered by myself, my dependent or a beneficiary of the estate for which I am the executor.	Compassionate grounds – B
<input type="checkbox"/>	7.	I need assistance with funeral and other expenses related to the death of <ul style="list-style-type: none"> • a former member or • a former dependent of the member or • a beneficiary of the estate for which I am the executor: 	Compassionate grounds – C
<input type="checkbox"/>	8.	I need to pay for care for myself, my dependant or a beneficiary of the estate for which I am the executor who is dying from a terminal illness, including home care:	Compassionate grounds – D
<input type="checkbox"/>	9.	I need to prevent a mortgagee (lender) from selling my principal place of residence or the principal place of residence of my dependent or a beneficiary of the estate for which I am executor:	Compassionate grounds – E
<input type="checkbox"/>	10.	I need to meet a binding financial obligation entered into by me, my dependant or a beneficiary of the estate for which I am the executor prior to National Mutual Funds Management Limited having determined that the fund is non-liquid or otherwise determining that withdrawals would be suspended: Please note this does not include commitments related to travel or other leisure activities that would not be considered essential for daily living.	Compassionate grounds – F
<input type="checkbox"/>	11.	I need to pay for expenses consistent with one or more of the grounds in items 4 to 9 for myself, my dependant or a beneficiary of the estate for which I am an executor.	Compassionate grounds

Assets	\$ Amount
Bank Account	
Shares / derivatives	
Managed Funds	
Other	
Total Assets	
Income (average monthly)	\$ Amount
Salary (include spouse)	
Centrelink payments	
Dividends / Interest	
Mortgage and other Managed Fund distributions	
Other Income	
Total Income	
Commitments (average monthly)	\$ Amount
Note, only payments made for necessary family living costs are to be included. Payments made for non-essential items should not be included.	
House repayments / rent	
Personal loan repayments	
Credit card repayments	
Other loans	
Food and household items	
Phone	
Electricity	
Gas	
Clothing	
Car	
Public Transport	
Municipal and water rates	
House insurance	
Education and fares	
Other (details)	
Total commitments	

Release of funds due to condition of hardship

Required documents to assist us in assessing your claim for hardship

Who can apply?

- The member of the fund
- The executor (on behalf of the Estate)
- The executor (on behalf of the beneficiary of the Estate).

Severe Financial Hardship	
Are you eligible?	What you need to send us
<p>Do you:</p> <ul style="list-style-type: none"> ○ require funds to enable you to meet reasonable and immediate living expenses for you and/or your dependants? 	<ul style="list-style-type: none"> • Statutory declaration that you're unable to meet the detailed expenses from any other source. • Application letter outlining why you are seeking relief. • Certified and recent copies of: <ul style="list-style-type: none"> - Rent/mortgage costs - Bank statements (for previous three months) - Credit card statements - Loan statements - Outstanding bills (or copies of previously paid bills) - Details of all income being received
Unemployment	
Are you eligible?	What you need to send us
<p>Have you:</p> <ul style="list-style-type: none"> ○ not been gainfully employed for a period of at least 3 months and have no other means of financial support (except for government assistance, such as unemployment benefits). 	<ul style="list-style-type: none"> • Statutory declaration that you're unable to meet the detailed expenses from any other source. • Application letter outlining why you are seeking relief. • Certified and recent copies of: <ul style="list-style-type: none"> - Rent/mortgage costs - Bank statements (for previous three months) - Credit card statements - Loan statements - Outstanding bills - Details of all income being received • Certified copies (or originals) of: <ul style="list-style-type: none"> - Employment separation certificate from your previous employer - Signed statement on company letterhead from your previous employer confirming the date you left employment - Centrelink statement showing three months of Newstart income.
Permanent incapacity	
What is permanent incapacity?	What you need to send us
<p>Where the person has ceased gainful employment by reason of mental or physical ill-health and is unlikely to engage in gainful employment of the type which the person is reasonably qualified by education, training or experience.</p>	<ul style="list-style-type: none"> • Statutory declaration that you're unable to meet the detailed expenses from any other source. • Application letter outlining why you are seeking relief. • At least two certified independent medical reports from two different registered medical practitioners (at least one from a specialist) confirming: <ul style="list-style-type: none"> - That you are unlikely to ever again engage in gainful employment in the occupation that you're reasonably qualified by education, training or experience due to mental or physical ill-health.

Aged Care	
Are you eligible?	What you need to send us
<p>Do you:</p> <ul style="list-style-type: none"> need the amount requested to enable payments required to be made to secure, or remain in, aged care. <p><i>*Please note this hardship criteria does not apply to the Wholesale Australian Property Fund or the Australian Property Fund.</i></p>	<ul style="list-style-type: none"> Statutory declaration that you're unable to meet the detailed expenses from any other source Application letter outlining why you are seeking relief. A letter from the aged care facility provider, which confirms the payments that are required to be made to secure a place or remain with that aged care facility provider; A letter from the aged care facility provider confirming that they are providing or are to provide residential care (within the meaning of section 41-3 of the <i>Aged Care Act 1997</i>) subject to a current approval under Part 2.1 of the <i>Aged Care Act 1997</i>. Certified and recent copies of 3 months bank statement(s)
Compassionate Grounds	
Criteria	What you need to send us
<p>A. Medical (and transport) costs to treat a life threatening illness or injury, acute or chronic pain or acute or chronic mental disturbance</p>	<ul style="list-style-type: none"> Certified statements from two registered medical practitioners (at least one from a specialist) confirming the medical condition. Certified copy of invoice or agreement showing details of treatment and costs required.
<p>B. Specific modifications (to a principal place, residence or vehicle) necessary to accommodate special needs arising from a severe disability.</p>	<ul style="list-style-type: none"> Certified statements from two registered medical practitioners (at least one from a specialist) confirming the member or dependent is suffering from a severe disability which requires the stated modifications. Certified copy of invoice or agreement showing details of work and costs required.
<p>C. Funeral and other expenses related to the death of a person or the person's dependants.</p>	<ul style="list-style-type: none"> Certified copy of the Death Certificate of member or their dependent. Certified copy of invoice or agreement detailing the deceased name.
<p>D. Care for a terminally ill person</p>	<ul style="list-style-type: none"> Certified statements from two registered medical practitioners (at least one from a specialist) confirming the medical condition. Certified copy of invoice or agreement showing details of treatment and costs required.
<p>E. Preventing foreclosure of member's principle place of residence</p>	<ul style="list-style-type: none"> Statutory declaration that: <ul style="list-style-type: none"> the property is your principal place of residence you have no other place to live you have no other funds to meet the loan repayments. Certified copy of evidence of arrears. Certified copy of letter from your lending institution confirming the foreclosure of your property.
<p>F. To meet a binding obligation entered into by the person prior to the responsible entity determining that fund illiquid</p>	<ul style="list-style-type: none"> Certified copy of the contract Letter from your solicitor outlining contractual requirements and that the solicitor is satisfied there are no other funding methods.

Who can certify?

The following 'authorised individuals' are able to certify proof of ID documents:

- 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)
- a judge of a court
- a magistrate
- a chief executive officer of a Commonwealth court
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a notary public (for the purposes of the Statutory Declarations Regulations 1993)
- a police officer
- an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- a permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public
- an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- an officer with two or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993)
- a finance company officer with two or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993)
- an officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees, and
- a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.

How to certify...

- All copied pages of original proof of ID documents must be certified.
- The authorised individual must ensure that the original and the copy are identical; then write or stamp on the copied document 'certified true copy'. This must be followed by the date and signature, printed name and qualification of the authorised individual.
- In cases where an extract of a document is photocopied to verify customer ID, the authorised individual should write or stamp 'certified true extract'.