



Principal Executive Officer Declaration Form

(in support of a Charitable Collections Licence)
Charitable Collections Act 1946

- This form is an integral part of any application for, or renewal of, a Charitable Collections Licence, and may also be used to advise of a change in office bearers or director of a licence holder.
- Please complete all parts and print or write clearly in ink and tick the boxes where appropriate.

DEPARTMENT OF
 COMMERCE
**ASSOCIATIONS &
 CHARITIES BRANCH**

Postal Address:
 Locked Bag 14
 Cloisters Square WA 6850

Charities Advice Line
 8:30am to 5pm
 Monday to Friday
 (excluding Public Holidays)

Telephone:
(08) 6251 1407

Email:
 charities@commerce.wa.gov.au

Country Callers:
 1300 30 40 74
 (local call cost)

Website:
 www.commerce.wa.gov.au/charities

Name of Organisation

Your role or designation

e.g Director/Treasurer/
 Committee members

Your personal details

Name	<i>Title</i>	<i>Given name/s</i>	<i>Family name or Surname</i>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you been known by any other names?
 (such as name at birth, alias, previous married name)

NO **YES**

If YES:

Other name

<i>Given name/s</i>	<i>Family name or Surname</i>
<input type="text"/>	<input type="text"/>

Reason for name change

Marriage
 Deedpoll
 Alias
 Aliens Act
 Other

Date of birth

Place of birth

Present occupation

Residential Address

<i>No. & Street name</i>	<i>Suburb/town/city</i>	<i>Postcode</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Telephone contacts

<i>Work</i>	<i>Home/Mobile</i>
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Email, if applicable

If you are replacing a former office holder, please provide their details

<i>Title</i>	<i>Given name/s</i>	<i>Family name or Surname</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

EXPLANATORY NOTE

Part of the responsibility of the Charitable Collections Advisory Committee is to ensure that all licence holders, and those administering any organisation that holds a licence, are fit and proper persons to deal with public collection monies. To assist with the exercise of this responsibility, all those persons who have been identified as a Principal Executive Officer in the application for a charitable collections licence are required to provide an original **POLICE CERTIFICATE** with this form.

YOUR POLICE CERTIFICATE MUST BE NO OLDER THAN SIX MONTHS.

Relevant experience

Please describe any previous experience that will assist you in this role:

 *If there is insufficient space here, please attach an annexure labelled "EXPERIENCE".*

Declaration by Principal Executive Officer

I hereby declare that:

- I have not been convicted of, or found guilty of, any offences including convictions which resulted in a suspended sentence;
- I am not subject to any charge in relation to any offence for which the proceedings are still pending, including proceedings by way of appeal or review;
- I have not been declared bankrupt under any law pertaining to bankruptcy and under which I remain undischarged;
- I have not been a director of a corporation which has been subject to any form of insolvency administration; and
- The information given in this form is true and correct.

Signed:

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Date:

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Full Name:

(in block letters)

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➤ **PLEASE ATTACH A POLICE CLEARANCE NO OLDER THAN SIX MONTHS IF YOU ARE NOT A CONTINUING PRINCIPAL EXECUTIVE OFFICER THAT HAS PREVIOUSLY PROVIDED THIS OFFICE WITH A POLICE CLEARANCE.**