



FINANCIAL CERTIFICATION STATEMENT

—For Child care and Outside school hours care applicants—

Department for
Communities
Child Care Licensing
and Standards Unit

Child Care Services Act 2007
Child Care Services (Child Care) Regulations 2006
Child Care Services (Outside School Hours Care) Regulations 2006

1. About this Statement

Under Section 14 of the *Child Care Services Act 2007* the Chief Executive Officer (CEO) of the Department for Communities must not grant a licence unless the CEO is satisfied that *the applicant is of sound financial reputation and stable financial background*. To assist in this assessment the Department requires an “Applicant’s Financial Certification Statement” to be completed and attached to the licence application.

2. Completing this Statement

In completing this certification statement applicants are to be mindful of **section 49** of the Act relating to False Information:

A person must not give information orally or in writing in, or in relation to, an application, report or other document prepared for the purposes of this Act that the person knows to be false or misleading in a material aspect. Penalty: \$6,000

3. Financial status

3.1 The applicant or a person with knowledge of the applicant’s financial status must answer the following questions.

Please answer with either a tick (☑) or a cross (☒).

	Yes	No
1. Has the licence applicant been bankrupt in the last seven (7) years?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the applicant incurred a net loss in any of the last three (3) financial years?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you believe the applicant will be able to financially operate the service?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has anything come to your attention that would cause you to believe that the applicant –		
i. Is not financially viable?	<input type="checkbox"/>	<input type="checkbox"/>
ii. Does not have a sound financial reputation?	<input type="checkbox"/>	<input type="checkbox"/>
iii. Does not have a stable financial background?	<input type="checkbox"/>	<input type="checkbox"/>

3.2 Please attach the following supporting documentation —

(Incorporated associations and public authorities are excluded from this requirement)

1. A **Credit Search** of the Applicant (*pursuant to definition of a credit search as shown on page 2*). **Note:** must be dated within two weeks (14 days) of date of certification of this statement.
2. Last two years **Audit Opinion** if audits have been performed. If not performed, please include notification to this effect.
3. If the applicant has answered **Yes** to Question 2, please provide a **Summary Profit and Loss Statement** (or Statement of Income and Expenditure) for each year in which the loss occurred.

4. Certification

The signatory for this certification statement must be either the applicant or a person who is **authorised** to sign on behalf of the applicant and is in a position of knowledge in relation to the financial status of the applicant.

- A body corporate or public authority applicant — this certification must be signed by the Principal Accounting Officer or Finance Officer.
- An individual Licensee/Sole Trader applicant — the applicant must sign this certification.

Certification:

I hereby certify the accuracy of the responses to the questions above.

Full name of the signatory: <i>(include middle names)</i>
Position held by the signatory:
Child care/Outside school hours care licence applicant legal entity name:
Address of the licence applicant legal entity:
Signature:
Date: / /

Definition: **Credit Search**

The credit search is to contain as a **minimum** details of:

- Registered office and trading address
- State and date of incorporation
- Directors' details, including date of birth, date of appointment and address
- Ownership details
- Any securities over the entity's assets such as charges and guarantees
- Court judgments
- Outstanding writs
- Others who have requested credit searches on the applicant.