

Statutory declaration checklist

We have included the following checklist to assist you to meet our requirements and to ensure your application is processed as efficiently as possible:

Item	Description	Check
1	You have lodged a report with the Police and have attached a copy of the Police Report to your Statutory Declaration, or you have included all details re the police report, within the Statutory Declaration; Police Report number, date of report, name of the police officer who took the report and the police station (or PAL) where the report was lodged	
2	A clear legible copy of photo identification showing your signature has been attached to your Statutory Declaration.	
3	The statutory declaration includes your personal details; Name, DOB, residential address, and your daytime contact details	
4	The Statutory Declaration includes a full explanation of what (including account reference / number) you are disputing and why.	
5	The statutory declaration notes whether you currently have, or have previously help an Optus service, and provide details (account reference/number) If yes, did any other person have access or is authorised to act on your behalf	
6	The statutory declaration notes whether any other person is/was authorised to act on your behalf	
7	The statutory declaration contains confirmation as to whether or not your identification has been lost/stolen in the past.	
8	The statutory declaration asks if you are aware of any other activity occurring with other credit providers in your name. If yes, please provide these details	
10	You have signed each page of your statutory declaration and your signature has been witnessed by an authorised person, as noted under Part 1 or 2 of the statutory declaration	