

AFFIDAVIT OF SERVICE FOR SUMMONS TO WITNESS

VCAT reference number

I, of

..... in the State

of Victoria make oath and say that I served

..... (Name of witness)

with the summons by :

- delivering a true copy to the witness personally;
- by sending it by post, facsimile or other electronic transmission;
- by leaving with the same for the witness at their usual or last known residential or business address with a person on the premises apparently at least 16 years old and apparently residing or employed there;
- to the registered office of the company at:

on the day of 20..... at *am/pm

*on facsimile number

Sworn at in the said State, the day of

..... 20.....

Deponent's signature:
(person making affidavit to sign here)

Before me:
(signature of person taking affidavit)

.....
(print name, address & qualification)

The authorised witness must print or stamp his or her name, address, and title. Authorised witnesses include justice of the peace, police officer with the rank of sergeant or higher, legal practitioner, judge, registrar of the Magistrates' Court, registrar of the County Court, member or registrar of VCAT, member of the Parliament of Victoria. For a complete list of people authorised to receive affidavits, see *Evidence (Miscellaneous Provisions) Act 1958*.

Authorised to witness your affidavit:

- A senior municipal council officer
- A Victorian public servant who is authorised to take affidavits
- A police sergeant or higher ranking officer, or a police officer in charge of a police station
- A current Australian legal practitioner – for example, a solicitor
- A Justice of the Peace or a Bail Justice
- The prothonotary or deputy prothonotary of the Supreme Court
- The Registrar or a Deputy Registrar of the County Court or Magistrates' Court
- A VCAT registrar
- Anyone else authorised under the *Oaths and Affirmations Act 2018* (see section 19).

Not authorised:

- Dentists
- Doctors
- Pharmacists
- Teachers
- Bank managers
- Accountants