

This form is used to work out your share of a private company's income and assets.

When to use this form



Use this form if in the last 5 years you (and/or your partner):

- have been involved with or transferred any shares related to a private company that is still registered through the Australian Securities Investment Commission (ASIC)
- have been involved with a private company registered overseas
- have made any type of gifts involving a private company (either registered or deregistered).

You do **not** need to complete this form if:

- the private company is now deregistered with ASIC and no gifts need to be declared.

Online services



You can upload this form, with any supporting documents, online.

For more information about how to access an online account or how to lodge documents online, go to **humanservices.gov.au/submitdocumentsonline**

Using a tax agent or accountant

Much of the information required on the form is only available from those who know the details of the company. The Australian Government Department of Human Services is not able to help you complete the form.

We suggest you talk to the company tax agent or accountant and consider having them complete the form on your behalf. It is still your responsibility to make sure the form is completed and returned.

If a tax agent or accountant provides information, advice or completes the form, or provides the Income Tax Returns for the company, we will not reimburse any fees they may charge you for this service.

Help filling in this form



For more information, go to **humanservices.gov.au/trustsandcompanies**

If you need to call us, go to **humanservices.gov.au/phoneus**

We can translate documents you need for your claim for free.

To speak to us in other languages, call **131 202**.

Note: Call charges may apply.

If you have a hearing or speech impairment, you can contact the **TTY service** Freecall™ **1800 810 586**. A TTY phone is required to use this service.

Keep these Notes (pages 1 to 4) for your information.

Definitions

What is a private company?

For social security purposes, a private company is a company that meets the following rules:

- The company satisfies at least 2 of the following conditions:
 - the consolidated gross operating revenue for the financial year for the company and its subsidiaries is less than \$50 million
 - the value of the consolidated gross assets at the end of the financial year of the company and its subsidiaries is less than \$25 million
 - the company and its subsidiaries have fewer than 100 employees at the end of the financial year, or
- the company is a new company and came into existence after the end of the last financial year, or
- the company is a declared private company, and
- the company is not an excluded company.

Involvement in a private company

A person is involved in a private company if they or their partner:

- are a shareholder, director or other office holder of the company
- are owed money by the company
- have provided, for less than market value, property or services to the company since 9 May 2000
- can expect the director, governing director or major shareholder of the company to act in accordance with their wishes
- are able to benefit from the company.

A direct benefit

A person may enjoy a direct benefit from a company by having the company pay all their personal living expenses or using the company assets as if they were their own personal assets.

An indirect benefit

A person may enjoy an indirect benefit from the company by having access to and use of company assets such as holiday homes.

Assessment of private company income and assets

Attribution

If we attribute any share of the income or assets of a company to you, this means we treat them as yours.

To decide this, we use either:

- a control test, or
- a source test.

The control test

Control of a company rests with those persons who hold majority voting powers or governing director type powers.

A person may also control a company by being able to influence the major shareholder or director to act in their favour. In some cases, the major shareholder or director could be expected to act in accordance with their wishes. A person may also be considered to control a company through their use and enjoyment of the income and assets.

The source test

The source test only applies where a person transfers assets or services to a company after 7:30 pm Australian Eastern Standard Time (AEST) 9 May 2000.

The Source Test recognises that if you and/or your partner transfer assets or services to a company and do not receive adequate consideration in return, you generally retain some means of control.

Where you can clearly show that a genuine gift has been made and you have no ongoing involvement in the company at all, attribution would not be made.

Resignations

If you relinquish control of a private company, you will be considered to have gifted the assets held by the company.

Gifts may be assessed for 5 years from the date of transfer.

Note: Documentation may be requested.

Associates

Associates include:

- directors
- shareholders
- spouse/partner
- parents and grandparents
- children (whether biological, adoptive, step or foster) and their spouse/partner and the children of those parties and the spouse/partner of those children
- siblings and their spouse/partner
- nephews and nieces and their spouse/partner and the children of those parties and the spouse/partner of those children
- uncles, aunts and their spouse/partner and the children of those parties and the spouse/partner of those children
- a professional adviser such as an accountant, solicitor or financial adviser who may be expected to act in accordance with a person's wishes
- a trustee of a trust from which a person is capable of benefiting under the trust directly or indirectly
- a business partner
- a company where the directors could reasonably be expected to act in accordance with a person's directions or wishes, or where a person and associates are able to cast more than 50% of the votes that may be cast at a general meeting of the company.

Authority to inspect the property

Purpose of this authority

To enable us to correctly assess your entitlement, it may be necessary for a valuation of a property held by the company to be completed.

In order to continue paying your correct entitlement, we may arrange to have the property professionally valued from time to time, at no cost to you.

Information about having a valuation

Why is a valuation required?

Social security law requires that the value of assets (for example, property, shares in a company, units in a trust) is included when calculating the amount of pension, benefit or allowance payable.

How is the value of a property decided?

The value of real estate is its current market value, less any allowable debts on the property. The 'current market value' is the price the owner could expect to receive if the property was sold.

Through regular updates using relevant market data, we will maintain the value of the property.

Continued

What happens if there is no permission to inspect the property?

If the value of the property is likely to affect a person's entitlement to social security payments or the rate of payment, but no permission to inspect the property is provided, the person's payment may not be granted, payment may be reduced or payment may be stopped.

What if you are not satisfied with the valuation?

If you are unhappy with a valuation, you should contact us. We will check the details, explain the decision, and if necessary arrange a further valuation. This gives you a chance to correct misunderstandings or present new information. If you disagree with the decision and would like the decision to be reviewed, we will forward the matter to a review officer.



Filling in this form

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this ☐ ► **Go to 1** skip to the question number shown. You do not need to answer the questions in between.
- Use a **separate** form for each company.
- If you need more space to answer any questions, provide a separate sheet. Write the company name and your Centrelink Reference Number (CRN) if known, on each sheet.
- Each form can be used jointly for all our customers and their partners who are involved in the company. For privacy, you may choose to complete your own separate form.

About you

- * 1 Your Centrelink Reference Number (if known)
 - - -
- * 2 Your name
Family name


First given name

Second given name
- * 3 Your date of birth
 / /
- * 4 Do you have a partner?
For the definition of a partner, go to humanservices.gov.au/moc
No ☐ ► **Go to 7**
Yes ☐ ► **Go to next question**

- * 5 Your partner's name
Family name

First given name

Second given name
- * 6 Your partner's date of birth
 / /
- 7 Is your only role in the private company as a director and you have no shares in, or loans to the company?
No ☐ ► **Go to 10** This company is an independent trustee. I have no financial interest in or role with this company.
Yes ☐ ► **Go to next question**
- 8 Have you (and/or your partner) ever held shares in the company?
No ☐ ► **Go to next question**
Yes ☐ ► **Go to 10**
- 9 Have you (and/or your partner) gifted, transferred or sold assets to this company for less than their market value or provided services to the company and not received adequate payment/consideration since 7:30 pm AEST on 9 May 2000?
No ☐ ►

 You will need to provide details of your wages from this company. Refer to humanservices.gov.au/incomereporting
► **Go to 75**

Yes ☐ ► **Go to next question**



18 What date did the company cease trading?

	/		/	
--	---	--	---	--

19 Explain why the company ceased trading

20 Trading name(s) under which the company conducts business and the type of business

1 Trading name
Type of business (for example, primary production, retail, commercial, investment)

2 Trading name
Type of business (for example, primary production, retail, commercial, investment)

3 Trading name
Type of business (for example, primary production, retail, commercial, investment)

If there are more than 3 trading names, provide a separate sheet with details.

21 Read this before answering the following question.

If you (and/or your partner) are Age Pension age or claiming Age Pension answer questions 22 and 23. Otherwise, **Go to 24**

To work out if you (or your partner) are Age Pension age, use the table below.

Date of birth	Qualifying age at
1 July 1952 to 31 December 1953	65 years and 6 months
1 January 1954 to 30 June 1955	66 years
1 July 1955 to 31 December 1956	66 years and 6 months
From 1 January 1957	67 years

From 1 July 2019, the Work Bonus will also apply to self-employment income of Age Pension age customers if the income earned is a direct result of your actions or effort in a particular task.

This means if you work for financial gain or reward, that involves your personal exertion, you will be eligible to have the Work Bonus applied to that income. For example, book keeping, lawn mowing and/or other tasks where your direct involvement generates that income. We call this active self-employment.

22 Does your (and/or your partner's) role in the business involve personal exertion?

This **does not** include domestic or household maintenance tasks and management or administration of your place of residence or any financial investment or real property belonging to:

- a member of your family group
- a company that is a family company
- a trustee or trustees of a family trust.

No ☐ **Go to 24**

Yes ☐ **Go to next question**

23 What percentage of the income is from personal exertion?

1 Trading name of business

You	Your partner
<input type="text"/> %	<input type="text"/> %

2 Trading name of business

You	Your partner
<input type="text"/> %	<input type="text"/> %

3 Trading name of business

You	Your partner
<input type="text"/> %	<input type="text"/> %

If you need more space, provide a separate sheet with details.

24 Details of directors

1 Name

Date of birth

 / /

Centrelink Reference Number (CRN) *if known*

 - - -

Permanent address

 Postcode

2 Name

Date of birth

 / /

Centrelink Reference Number (CRN) *if known*

 - - -

Permanent address

 Postcode

3 Name

Date of birth

 / /

Centrelink Reference Number (CRN) *if known*

 - - -

Permanent address

 Postcode

If there are more than 3 directors, provide a separate sheet with details.

Company financials

25 Total number of shares issued by the company

1 Class (for example, Ordinary, Class A, Class B) Number

Tick ALL that apply

Voting rights provided ☐

Entitlement to dividends ☐

Entitlement to capital distributions on wind up ☐

2 Class (for example, Ordinary, Class A, Class B) Number

Tick ALL that apply

Voting rights provided ☐

Entitlement to dividends ☐

Entitlement to capital distributions on wind up ☐

3 Class (for example, Ordinary, Class A, Class B) Number

Tick ALL that apply

Voting rights provided ☐

Entitlement to dividends ☐

Entitlement to capital distributions on wind up ☐

4 Class (for example, Ordinary, Class A, Class B) Number

Tick ALL that apply

Voting rights provided ☐

Entitlement to dividends ☐

Entitlement to capital distributions on wind up ☐

5 Class (for example, Ordinary, Class A, Class B) Number

Tick ALL that apply

Voting rights provided ☐

Entitlement to dividends ☐

Entitlement to capital distributions on wind up ☐

Continued

6 Class (for example, Ordinary, Class A, Class B)	Number
<input type="text"/>	<input type="text"/>
Tick ALL that apply	
Voting rights provided <input type="checkbox"/>	
Entitlement to dividends <input type="checkbox"/>	
Entitlement to capital distributions on wind up <input type="checkbox"/>	

If there are more than 6 shares issued, provide a separate sheet with details.

26 Give details of all **shareholders** and their shareholding

1 Name	
<input type="text"/>	
Date of birth	CRN (if known)
<input type="text"/>	<input type="text"/>
Tick if related to: Director(s) <input type="checkbox"/> Other shareholders <input type="checkbox"/>	
Other office-holders <input type="checkbox"/>	
Details of the shareholding for this shareholder	
Class of share	<input type="text"/>
Number	<input type="text"/>
Purchase price	\$
Date purchased shares	<input type="text"/>
Class of share	<input type="text"/>
Number	<input type="text"/>
Purchase price	\$
Date purchased shares	<input type="text"/>

Continued

2 Name	
<input type="text"/>	
Date of birth	CRN (if known)
<input type="text"/>	<input type="text"/>
Tick if related to: Director(s) <input type="checkbox"/> Other shareholders <input type="checkbox"/>	
Other office-holders <input type="checkbox"/>	
Details of the shareholding for this shareholder	
Class of share	<input type="text"/>
Number	<input type="text"/>
Purchase price	\$
Date purchased shares	<input type="text"/>
Class of share	<input type="text"/>
Number	<input type="text"/>
Purchase price	\$
Date purchased shares	<input type="text"/>

3 Name	
<input type="text"/>	
Date of birth	CRN (if known)
<input type="text"/>	<input type="text"/>
Tick if related to: Director(s) <input type="checkbox"/> Other shareholders <input type="checkbox"/>	
Other office-holders <input type="checkbox"/>	
Details of the shareholding for this shareholder	
Class of share	<input type="text"/>
Number	<input type="text"/>
Purchase price	\$
Date purchased shares	<input type="text"/>
Class of share	<input type="text"/>
Number	<input type="text"/>
Purchase price	\$
Date purchased shares	<input type="text"/>

Continued

4 Name	
Date of birth	CRN (if known)
/ /	
Tick if related to: Director(s) <input type="checkbox"/> Other shareholders <input type="checkbox"/> Other office-holders <input type="checkbox"/>	
Details of the shareholding for this shareholder	
Class of share	
Number	
Purchase price	\$
Date purchased shares	/ /
Class of share	
Number	
Purchase price	\$
Date purchased shares	/ /

5 Name	
Date of birth	CRN (if known)
/ /	
Tick if related to: Director(s) <input type="checkbox"/> Other shareholders <input type="checkbox"/> Other office-holders <input type="checkbox"/>	
Details of the shareholding for this shareholder	
Class of share	
Number	
Purchase price	\$
Date purchased shares	/ /
Class of share	
Number	
Purchase price	\$
Date purchased shares	/ /

Continued

6 Name	
Date of birth	CRN (if known)
/ /	
Tick if related to: Director(s) <input type="checkbox"/> Other shareholders <input type="checkbox"/> Other office-holders <input type="checkbox"/>	
Details of the shareholding for this shareholder	
Class of share	
Number	
Purchase price	\$
Date purchased shares	/ /
Class of share	
Number	
Purchase price	\$
Date purchased shares	/ /

7 Name	
Date of birth	CRN (if known)
/ /	
Tick if related to: Director(s) <input type="checkbox"/> Other shareholders <input type="checkbox"/> Other office-holders <input type="checkbox"/>	
Details of the shareholding for this shareholder	
Class of share	
Number	
Purchase price	\$
Date purchased shares	/ /
Class of share	
Number	
Purchase price	\$
Date purchased shares	/ /

If there are more than 7 shareholders, provide a separate sheet with details.

27 Has the shareholding for the company changed in the last 5 years?

No ☐ Go to next question

Yes ☐ Give details of the historical shareholding

28 Has the company had a change in circumstances since the last financial statements were prepared (for example, upturn or downturn in trade, business sold, changes in wages paid by the company to you and/or your partner)?

No ☐ Go to next question

Yes ☐ Give details below

Not relevant.



You will need to provide a copy of the evidence of the change in circumstances. Evidence may include:

- an Interim Profit and Loss Statement
- sale documents
- a current Balance Sheet
- an Administrator's or Liquidator's Report.

Date change occurred

	/		/	
--	---	--	---	--

Change in circumstances since last financial statement

29 Has anyone gifted, transferred or sold for less than their market value, any cash, investments, services, real estate or other assets to this company since 7:30 pm AEST on 9 May 2000?

This is referred to as 'contribution'.

Include any loans which may have been written off, waived or for any reason decided not to recover.

Market value is the price a willing but not anxious purchaser is prepared to pay a willing but not anxious seller for an item.

No ☐ Go to next question

Yes ☐ Give details of each contribution

Not relevant.

Value of contribution

The value of:

- **cash** is the amount contributed
- **services** is the gross amount normally charged by a qualified person for a similar service
- **real estate** is the market value at the time the property was transferred to the company.

If the contribution was in the form of real estate, you must complete the '**Company real estate details**' section (questions 43 to 74), about that real estate.

Name of contributor

--

Date of birth

	/		/	
--	---	--	---	--

Is the person: Still living ☐ Deceased ☐

Nature of the contribution: Gifted ☐ Transferred ☐
Sold for less than market value ☐

What was contributed?

--

Date of contribution

	/		/	
--	---	--	---	--

Value of contribution

\$	
----	--

Amount originally paid for contribution (if applicable)

\$	
----	--

If there is more than 1 contributor, provide a separate sheet with details.

30 Does the company hold any shares or securities in public companies?

Include:

- futures
- options
- derivatives
- rights or convertible notes
- other securities including those not listed on a securities or stock exchange.

No ☐ Go to next question

Yes ☐ Give details below

Not relevant.



You will need to provide a copy of the latest statement detailing the shareholding in each company.

1 Name of the public company or ASX code

Number of shares held

2 Name of the public company or ASX code

Number of shares held

3 Name of the public company or ASX code

Number of shares held

4 Name of the public company or ASX code

Number of shares held

5 Name of the public company or ASX code

Number of shares held

6 Name of the public company or ASX code

Number of shares held

If there are more than 6 public companies, provide a separate sheet with details.

31 Does the company hold any managed investments?

Include:

- investment trusts
- personal investment plans
- life insurance bonds
- friendly society bonds.

Do not include:

- conventional life insurance policies
- funeral bonds
- superannuation or rollover investments
- investments purchased with a margin loan.

APIR code – is commonly used for fund managers to identify individual financial products.

No ☐ Go to next question

Yes ☐ Give details below

Not relevant.



You will need to provide a complete copy of a document which gives current details for each investment (for example, certificate with number of units or account balance).

1 Name of the fund manager

Name of the product and product option

Number of units held (if applicable)

APIR code (if known)

Value of the investment

2 Name of the fund manager

Name of the product and product option

Number of units held (if applicable)

APIR code (if known)

Value of the investment

3 Name of the fund manager

Name of the product and product option

Number of units held (if applicable)

APIR code (if known)

Value of the investment

Continued

4 Name of the fund manager	
<input type="text"/>	
Name of the product and product option	Number of units held (if applicable)
<input type="text"/>	<input type="text"/>
APIR code (if known)	Value of the investment
<input type="text"/>	\$ <input type="text"/>

5 Name of the fund manager	
<input type="text"/>	
Name of the product and product option	Number of units held (if applicable)
<input type="text"/>	<input type="text"/>
APIR code (if known)	Value of the investment
<input type="text"/>	\$ <input type="text"/>

6 Name of the fund manager	
<input type="text"/>	
Name of the product and product option	Number of units held (if applicable)
<input type="text"/>	<input type="text"/>
APIR code (if known)	Value of the investment
<input type="text"/>	\$ <input type="text"/>

If there are more than 6 managed investments, provide a separate sheet with details.

32 Does the company hold any shares **or have any other involvement in other private** companies?

No ☐ Go to next question

Yes ☐ Give details below

Not relevant.



You will need to complete and return a **Private Company** form (**Mod PC**) for each of these companies if this has not already been done.

If you do not have this form, go to humanservices.gov.au/forms

1 Name of the company
<input type="text"/>
Company ABN or ACN
<input type="text"/>

2 Name of the company
<input type="text"/>
Company ABN or ACN
<input type="text"/>

3 Name of the company
<input type="text"/>
Company ABN or ACN
<input type="text"/>

4 Name of the company
<input type="text"/>
Company ABN or ACN
<input type="text"/>

5 Name of the company
<input type="text"/>
Company ABN or ACN
<input type="text"/>

6 Name of the company
<input type="text"/>
Company ABN or ACN
<input type="text"/>

If there are more than 6 private companies, provide a separate sheet with details.

33 Is the company a beneficiary of **or otherwise involved in** (for example, made a loan, gift or transferred assets) a **private** trust?

No ☐ Go to next question

Not relevant.

Yes ☐ Give details of each trust

 You will need to complete and return a separate **Private Trust** form (**Mod PT**) for each of these trusts if this has not already been done.
If you do not have this form, go to humanservices.gov.au/forms

1 Name of the private trust

Trust TFN - -

Trust ABN - - -

2 Name of the private trust

Trust TFN - -

Trust ABN - - -

3 Name of the private trust

Trust TFN - -

Trust ABN - - -

4 Name of the private trust

Trust TFN - -

Trust ABN - - -

If there are more than 4 private trusts, provide a separate sheet with details.

34 Does the company own any other assets?

No ☐ Go to 36

Yes ☐ Go to next question

Not relevant.

35 Give details of other assets, except real estate, held by the company.

Only an estimate of the asset value is needed. If a professional valuation is required for any asset(s), we may have the assets valued at no cost to you or the company.

The company balance sheet usually shows assets at their historical or Written Down Values (WDV), not their market value.

Not relevant.

Tick if this is a primary production asset

Type of asset	Your estimate of the current market value	
Plant and equipment	\$ <input type="text"/>	<input type="checkbox"/>
Machinery	\$ <input type="text"/>	<input type="checkbox"/>
Vehicles	\$ <input type="text"/>	<input type="checkbox"/>
Livestock	\$ <input type="text"/>	<input type="checkbox"/>
Stock	\$ <input type="text"/>	<input type="checkbox"/>
Licences	\$ <input type="text"/>	<input type="checkbox"/>
Bank accounts	\$ <input type="text"/>	<input type="checkbox"/>
Other (describe)		
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>

Company liabilities

36 Does the company owe money to anyone, including associates?

Include:

- salaries and wages owing to a person
- loans made to the company
- dividends allocated to a shareholder that have not yet been paid to the shareholder.

For more information about 'Associates', refer to the **Notes**.

No ☐ **Go to 38**

Yes ☐ Give details below

Not relevant.

1 Name of person or associate

<input type="text"/>	
Date of birth / /	Amount owed \$
Interest rate paid on the loan (if applicable) %	

2 Name of person or associate

<input type="text"/>	
Date of birth / /	Amount owed \$
Interest rate paid on the loan (if applicable) %	

3 Name of person or associate

<input type="text"/>	
Date of birth / /	Amount owed \$
Interest rate paid on the loan (if applicable) %	


If there are more than 3 people or associates, provide a separate sheet with details.

37 Is there a written loan agreement, witnessed by a third party, of a loan made to the company from a person or an associate?

No ☐ **Go to next question**

Not relevant.

Yes ☐

 You will need to provide a copy of each loan agreement (if available).
A written loan agreement **must be** signed by all parties to the agreement and witnessed by a genuine third party. Associates are not considered to be genuine third parties.

38 Does the company have any other liabilities?

No ☐ **Go to next question**

Yes ☐ Give details for each liability

Not relevant.

Include:

- bank loans
- mortgages
- fully drawn advances
- personal loans not already specified in question 36.

Collateral security is fall back security in the event that the primary security is insufficient.

1 Type of liability	Amount of liability
<input type="text"/>	\$ <input type="text"/>
Asset secured against	Current market value of asset
<input type="text"/>	\$ <input type="text"/>
Tick if this is collateral security <input type="checkbox"/>	
Tick if this is a primary production asset <input type="checkbox"/>	

2 Type of liability	Amount of liability
<input type="text"/>	\$ <input type="text"/>
Asset secured against	Current market value of asset
<input type="text"/>	\$ <input type="text"/>
Tick if this is collateral security <input type="checkbox"/>	
Tick if this is a primary production asset <input type="checkbox"/>	

3 Type of liability	Amount of liability
<input type="text"/>	\$ <input type="text"/>
Asset secured against	Current market value of asset
<input type="text"/>	\$ <input type="text"/>
Tick if this is collateral security <input type="checkbox"/>	
Tick if this is a primary production asset <input type="checkbox"/>	

If there are more than 3 liabilities, provide a separate sheet with details.

39 Did any shareholder, director, person or associate (as defined in the **Notes**) receive, or were they entitled to receive, any **income** from the company in the last financial year?

Include:

- wages
- salaries
- director's fees
- bonus shares
- an income or capital distribution
- superannuation contributions made on the person's behalf to a superannuation fund.

No ☐ **Go to 41**

Yes ☐ Give details of each person

Not relevant.

1 Name

Date of birth

Total wages entitled

Total wages paid

Total superannuation entitled

Total superannuation paid

Other income type (for example, director's fees, bonus shares)

Total other income paid

Financial year of payment

Will the person receive this income in the current financial year?

No ☐ Yes ☐

2 Name

Date of birth

Total wages entitled

Total wages paid

Total superannuation entitled

Total superannuation paid

Other income type (for example, director's fees, bonus shares)

Total other income paid

Financial year of payment

Will the person receive this income in the current financial year?

No ☐ Yes ☐

If there are more than 2 people, provide a separate sheet with details.

40 Has the income received by the shareholder, director, person or associate changed since the last financial year?

No ☐ **Go to next question**

Yes ☐ Give details below

Not relevant.

Date change occurred

Details of current income

41 Did any director or shareholder receive, or were they entitled to receive, any benefit from the company in the last financial year?

Include noncash benefits.

A person may enjoy an indirect or direct benefit from a company, for example, having the company pay their personal living expenses, or having access to, or use of company assets.

No ☐ **Go to next question**

Yes ☐ Give details of each director or shareholder

Not relevant.

1 Name

Date of birth

Type of benefit

Value

Financial year of payment

2 Name

Date of birth

Type of benefit

Value

Financial year of payment

3 Name

Date of birth

Type of benefit

Value

Financial year of payment

If there are more than 3 people, provide a separate sheet with details.

42 Does the company own any real estate?

Only include real estate held in the company name.

No ☐ ► **Go to 75**

Yes ☐ ► How many properties does the company hold?



If there is more than 1 property held by the company, a separate '**Company real estate details**' section (questions 43 to 74) must be completed for each real estate property owned by the company.

► *Go to next question*

Company real estate details

- 43** Only complete question 43 if completing the 'Company real estate details' section for more than 1 property.

Name of the company which owns the real estate

Company ABN

About the property

- 44** Address of the property

Postcode

Country (if not in Australia)

- 45** What date did the property become an asset of the company?

- 46** What type of property is this?

- Vacant land ☐
- Bush block ☐
- Home office/business ☐
- House ☐
- Self contained flat (part of or attached to a residence) ☐
- Units/flats/town house ☐
- Retail premises ☐
- Commercial premises ☐
- Industrial premises ☐
- Farm (or hobby farm) ☐
- Market garden ☐
- Residential block larger than 2 hectares (5 acres) ☐
- Other ☐ Give details below

- 47** What is the legal description of the property (for example, lot, section, parish, etc. – this may appear on the rates notice)?

If the property is made up of more than 1 title, give details for each separate title.



Provide a copy of the latest council rate/valuation notice.

- 48** What is your estimate of the current market value of the property, including land, buildings and water assets (for example, water rights, allocations or licences)?

You do not need to have the property professionally valued. We may have the property valued at no cost to you.

\$



Provide a copy of the water rights, allocation or licence documents, if applicable.

- 49** Is there a residence on the property?

No ☐ **Go to 64**

Yes ☐ **Go to next question**

- 50** Does any shareholder or director live on the property?

No ☐ **Go to 64**

Yes ☐ **Go to next question**

- 51** Is the property larger than 2 hectares (5 acres)?

No ☐ **Go to 53**

Yes ☐ **Go to next question**

- 52** What is the estimate of the value of the residence and surrounding 2 hectares (5 acres)?

\$

- 53** Does the property have more than 1 title document?

No ☐ **Go to 55**

Yes ☐ **Go to next question**

54 What is the estimate of the value of the residence and surrounding title?

\$

Provide the legal description and area of the title on which the residence sits.



Provide a copy of each title deed.

55 Is the person who lives on the property (or their partner) currently over Age Pension age and **receiving**, or **claiming**:

- Age Pension
- Carer Payment
- Pension Bonus Bereavement Payment
- Department of Veterans' Affairs Age Service Pension?

No ☐ **Go to 63**

Yes ☐ **Go to next question**

56 Has the property been their home property for 20 years or more continuously?

No ☐ **Go to 63**

Yes ☐ **Go to next question**

57 Does the person (and/or their partner) or a family member use the property to support themselves?

No ☐ **Go to next question**

Yes ☐ Describe how they use the property to support themselves

58 Is there any potential commercial use of the property (for example, subdividing, agistment, hobby farming)?

No ☐ **Go to next question**

Yes ☐ Describe the potential commercial use

59 Is the property used to produce an income?

No ☐ **Go to next question**

Yes ☐ **Go to 62**

60 Is there any reason that prevents the company from using the property to produce an income?

No ☐ **Go to 62**

Yes ☐ **Go to next question**

61 Why is the property not being used to produce an income?

Tick ALL that apply

- Rural residential block ☐
- Land is not viable for commercial or agricultural use ☐
- Caring responsibilities ☐
- Health reasons ☐
- Zoning restrictions ☐
- Environmental restrictions ☐

Other ☐ Give details below

62 How is the property currently used?

Tick ALL that apply

- Do not currently make any use of the property ☐
- Primary production ☐
- Rural residential only ☐
- Leased ☐
- Other commercial or business use (for example, commercial kennels) ☐
- Hobby farm ☐

Other ☐ Give details below

63 Have 2 or more titles been amalgamated after 9 May 2006?

No ☐

Yes ☐

64 Does the company have 100% ownership of the property?

No ☐ ► Go to next question

Yes ☐ ► Go to 66

65 Who else owns the property?

Name of person/entity	Percentage owned
	%
	%
	%

If there are more than 3 owners, provide a separate sheet with details.

66 What is the area or dimension of the property?

Complete one of these measurements only.

Area in hectares

OR Area in acres

OR Area in square metres

OR Dimensions X

If the property is made up of more than 1 title, provide a separate sheet with details of the area or dimensions for each title.

67 Describe all buildings on the property

This will assist us to value the property.

1 What is the approximate floor area in square metres? How old is the building?

Type of construction

Exterior (for example, brick, timber)

Interior (for example, plaster, not lined)

Roof (for example, metal, tiles)

General condition (for example, good, fair, poor)

Total number of flats/units in the complex (if applicable)

For residential building, number of bedrooms

Number of other rooms (excluding laundry, bathroom, toilet)

2 What is the approximate floor area in square metres? How old is the building?

Type of construction

Exterior (for example, brick, timber)

Interior (for example, plaster, not lined)

Roof (for example, metal, tiles)

General condition (for example, good, fair, poor)

Total number of flats/units in the complex (if applicable)

For residential building, number of bedrooms

Number of other rooms (excluding laundry, bathroom, toilet)

If there are more than 2 buildings, provide a separate sheet with details.

Property financial details

68 Is the property mortgaged or encumbered?

No ☐ Go to next question

Yes ☐ Give details below

Date of loan

/ /

Interest rate

%

Amount of the loan

\$

Balance of the loan

\$

Name of finance provider



Provide the:

- mortgage or loan agreement(s) showing which assets or properties are held as security against the loan (if applicable)
- latest statement of each loan account.

69 Have any other assets or properties been used to secure the loan to purchase this property?

No ☐ Go to next question

Yes ☐ Give details below



Provide the following documents if this has not already been done:

- mortgage or loan agreement(s) showing which assets or properties are held as security against the loan
- latest statement for each loan account.

Describe the asset or give the address of the property used to secure the loan.

Estimated market value

\$

If there is more than 1 asset or property used as security, provide a separate sheet with details.

70 Does the company receive any rental income from the lease of the property?

No ☐ Go to next question

Yes ☐ Give details below

Gross amount of rent received
(before tax and other deductions)

\$

71 Are there any circumstances affecting the value of the property?

This may include details such as:

- no water on property for grazing livestock
- lack of adequate fencing
- hills
- rocky ground
- natural bushland
- unusual title.

No ☐ Go to next question

Yes ☐ Give details below

72 If the property is hard to locate, give full directions or provide a map.

73 You need to read this

Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We need to collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to humanservices.gov.au/privacy

74 For more information about 'Authority to inspect the property', refer to the **Notes**.

I hereby authorise a licenced valuer to enter and inspect the property for the purposes of a valuation in relation to the *Social Security (Administration) Act 1999*.

I understand that if the property to be inspected is not occupied by me, it is my responsibility to give the actual occupant reasonable notice, or such notice as is required by agreement, of the inspection.

This authorisation does not permit the valuer to enter my home, or any dwelling I may own, during the inspection, unless invited to do so. A similar condition applies to the home of any tenant involved.

I further understand that the Department of Human Services or its representative will contact me, or the person noted below, to arrange a mutually convenient time for any inspection of the property.

Name of authorised officer

Authorised officer's signature



Date

Person to be contacted by the valuer

Their daytime phone number

When you have completed a Company real estate details section for each real estate property owned by the company, go to next question.

Checklist

75 Which of the following forms and documents are you (and/or your partner) providing with this form?

Important Note: If you are making a claim, you must return this form and **all** other supporting documents at the same time you lodge your claim form. If you do not return all documents, your claim may not be accepted. The only exception will be if you are waiting for medical evidence or other documents from a third party.

You must provide **copies** of documents. The copies will not be returned.

Documents you must provide	
Tick ALL that apply	
Details of your wages from this company (if you answered No at question 9) ► Go to 76	<input type="checkbox"/>
Personal Income Tax Return for you	<input type="checkbox"/>
Personal Income Tax Return for your partner if they are involved with the company	<input type="checkbox"/>
Latest Income Tax Return for the company	<input type="checkbox"/>
Profit and Loss Statement for the company	<input type="checkbox"/>
Depreciation Schedule for the company This must show depreciation as claimable under Division 40 of the <i>Income Tax Assessment Act 1997</i> . Instant Asset write-off claimed under Division 328-D of that Act are not allowed for social security purposes.	<input type="checkbox"/>
Balance sheet for the company	<input type="checkbox"/>
Notes to and forming part of the accounts (If applicable)	<input type="checkbox"/>
Trading account details for the company (If applicable)	<input type="checkbox"/>
Profit and Loss Statement(s) for all income sources and/or balance sheet for the company for the current financial year if the most recent completed year is not an accurate reflection of the current circumstances of the company (if applicable)	<input type="checkbox"/>
Additional Profit and Loss Statement(s) because the company derives income from more than 1 source (if applicable)	<input type="checkbox"/>
If you are not able to lodge any of the required documentation, give an explanation below	<input type="checkbox"/>
Not relevant. This company acts as a trustee and is independent of me.	

Documents you may need to provide	
If you are not sure, check the question to see if you should provide the documents.	
Tick ALL that apply	
Private Trust form (Mod PT) (if you answered Yes at question 15 and/or 33)	<input type="checkbox"/>
A copy of the evidence of change in circumstances (if you answered Yes at question 28)	<input type="checkbox"/>
A copy of the latest statement detailing the share holding in each company (if you answered Yes at question 30)	<input type="checkbox"/>
A copy of a document which gives details for each investment (if you answered Yes at question 31)	<input type="checkbox"/>
Private Company form (Mod PC) (if you answered Yes at question 32)	<input type="checkbox"/>
Copies of any written agreements concerning loans from a person or an associate to the company (if you answered Yes at question 37)	<input type="checkbox"/>
A completed Company real estate details section for each real estate property owned by the company (if you answered Yes at question 42)	<input type="checkbox"/>
A copy of the council rate/valuation notice for each property owned by the company (at question 47)	<input type="checkbox"/>
A copy of the water rights, allocation or licence documents, if applicable (at question 48)	<input type="checkbox"/>
A copy of each title deed (required at question 54)	<input type="checkbox"/>
The mortgage or loan agreement(s) showing which assets or properties are held as security against the loan (if applicable) and latest statement of each loan account (if you answered Yes at question 68 or 69)	<input type="checkbox"/>
We may request further documents that relate to the company.	

Go to the next page ►

Privacy notice

76 You (and your partner) need to read this

Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We need to collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to humanservices.gov.au/privacy

77 Declaration

I declare that:

- the information I have provided in this form is complete and correct.

I understand that:

- if submitting this document as part of a claim, the claim may not be accepted unless supporting documents are lodged at the same time as the claim. The only exception will be if I am waiting for medical evidence or other documents from a third party.
- the company may be reviewed but I must tell the Australian Government Department of Human Services of any changes to the company's circumstances that may impact my payment **within 14 days** of the change(s) occurring, or **within 28 days** if I live outside Australia. For example:
 - changes in the company's shareholding, income or assets
 - gifts made or received, or
 - distributions made.
- the Australian Government Department of Human Services can make relevant enquiries to make sure I receive the correct entitlement.
- giving false or misleading information is a serious offence.

* Your signature



Date

/ /

* Your partner's signature



Date

/ /

Returning your form

You can return this form and any supporting documents:

- **online** using your Centrelink online account.
For more information, go to humanservices.gov.au/submitdocumentsonline
- **in person** at one of our service centres, if you are not able to use your Centrelink online account.