



\* Client to complete

# Private trust

Australian Government

Department of Veterans' Affairs

- Use a separate form for each trust.
- Each form can be used jointly for all Veterans' Affairs pensioners, Centrelink customers, and their partners, who are involved in the trust. However, for privacy, you may choose to complete your own separate form.
- If you need more space to answer any questions, please provide an attachment. Please write the trust name on each attachment.

► **Definitions:**

'DVA' is the Department of Veterans' Affairs.

'DVA number' is the Veterans' Affairs reference number as shown on the letter sent to the DVA pensioner.

'CRN' is the Centrelink Reference Number where a trust or company has an associated Centrelink customer. The CRN of relevant trusts and companies are shown on Centrelink letters sent to their customers.

## Part A

## Details of the private trust

\* **1 What is the name of the private trust?**

'Private trust' is defined in the Information Booklet.

This will be referred to as 'the trust' on the rest of this form.

**2 Trust Centrelink Reference Number (Trust CRN)**  
– if applicable

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If you know of a CRN for this trust, please write that number here. If you do not know of a CRN for this trust, please write 'NIL'.

**3 Tax File Number (TFN) of the trust** – if applicable

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N/A. See Q7.

**4 Australian Business Number (ABN) of the trust**  
– if applicable

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N/A. See Q8.

\* **5 The person we can contact about details given on this form**

For example, yourself, your tax agent or your accountant

Name of the person

Business name (if applicable)

Their position in relation to the trust

Their postal address

Their daytime phone number

Their fax number

Their email address

POSTCODE
[ ]
[ ]

**\* 6 Contact person for future annual financial statements of the trust**

For example, yourself, your tax agent or your accountant

Tick if the same as Question 5 ☐ Otherwise give details

Name of the person

Business name (if applicable)

Their position in relation to the trust

Their postal address

Their daytime phone number

Their fax number

Their email address

POSTCODE

**7** We will review the income and assets for the trust annually to coincide with the lodging of the trust income tax return.

**In which month does the contact person want the annual review conducted?**

N/A. Trust does not have taxable income or capital gains.

The month chosen should be shortly after the trust income tax return has been lodged.

**8 Trading name(s) under which the trust conducts business and the type of business of each**

N/A. Trust does not trade.

Trading name

Type of business  
(e.g. primary production, retail, commercial, investment etc.)

**\* 9 When was the trust set up?**

Before 7:30 pm Australian Eastern Standard Time (AEST) on 9 May 2000

After 7:30 pm AEST on 9 May 2000

For a testamentary trust it is the date the testator passed away.  
For other trusts it is the date shown on the trust deed.

**10 Is this a TESTAMENTARY trust?**

No ☐ Go to **Question 13**

Yes ☐ Date of death of testator

A testamentary trust is one set up through a will and activated by the death of the testator (the person who makes the will).

**11 Is there a surviving partner of the testator? N/A**

No ☐ Go to **Question 13**

Yes ☐ Please give details

Name of surviving partner

Their date of birth

CRN or DVA number  
(if known)

Their residential address

POSTCODE

**12 Does the surviving partner have:** [N/A](#)

- ☐ Personal control of the trust
- ☐ An interest and control via an associate
- ☐ Neither

**Control** includes formal control and informal control.

Control includes control as a result of, or by means of, trusts, agreements, arrangements, understandings and practices, whether or not having legal or equitable force and whether or not based on legal or equitable rights.

Formal control exists where a person can dismiss or appoint a trustee, veto the trustee's decisions or change the trust deed.

Informal control exists where a person is capable under a scheme of gaining control, or the person with formal control could reasonably be expected to act in accordance with that person's wishes.

**Associate** includes:

- ♦ spouse (including de facto)
  - ♦ parents and grandparents
  - ♦ children (whether biological, adoptive, step or foster) and their spouses, and the children of those parties and the spouses of those children
  - ♦ siblings and their spouses
  - ♦ nephews and nieces and their spouses, and the children of those parties and the spouses of those children
  - ♦ uncles, aunts and their spouses, and the children of those parties, and the spouses 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 the person's directions or wishes, or where the person and associates are able to cast more than 50% of the votes that may be cast at a general meeting of the company.

**13 Details of the trustee(s) and appointor (if applicable)**

The **trustee** may be a person or company. The name of the trustee(s) appears on the trust tax return and the trust deed.

An **appointor** may also be known as the guardian. It is generally the person who establishes the trust and who has the power to appoint or dismiss the trustee(s).

Name of trustee	CRN or DVA number (if known)	Date of birth (if a person)
		/ /
		/ /
		/ /
		/ /
		/ /
		/ /
Name of the appointor (if applicable) <a href="#">(Bond owners)</a>		
		/ /

**14 Is the trustee a corporate trustee?**

If the trustee is a company, this is referred to as a 'corporate trustee'.

No ☐

Yes ☐ ► **You must complete a Private Company form for the company**

**15 Is this trust a unit trust?**No ☐Yes ☐ Give details of all unitholders and their unitholding

A unit trust is a non-discretionary trust where each beneficiary holds a number of units. The beneficiary is entitled to income and capital in the proportion of the number of units held.

Full name	Date of birth	CRN or DVA number (if known)	Class of unit	Number	Purchase price
	/ /				\$
	/ /				\$
	/ /				\$
	/ /				\$
	/ /				\$
	/ /				\$
	/ /				\$
	/ /				\$
	/ /				\$
	/ /				\$
	/ /				\$
	/ /				\$

**\* 16 Who are the beneficiaries  
(including potential  
beneficiaries if known) of  
the trust?** [Bonds owner\(s\) details](#)

* Full name	* Date of birth	Relationship to appointor(s) if known	Relationship to: trustee(s) if a person director(s) if there is a corporate trustee
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		

**\* 17 Is the trust administered for the exclusive benefit of a person(s) under 18 years of age, or an adult unable to manage their own affairs?**

No ☐

Yes ☐ Please give details

Name of the beneficiary

Their date of birth

CRN or DVA number (if known)

What is the source of funds for the trust?

Date on which the person(s) will be able to access their entitlement directly  Or no date ☐

If no date, why are they unable to manage their own affairs?

A person(s) may be **unable to handle their own affairs** because they are under age (a minor) and therefore unable to sign contracts, or are unable to understand a contract because of an intellectual disability, or are unable to make a decision for themselves because they have a severe physical disability, for example, they are in a coma.

**Exclusive benefit** means that all income earned by the trust, or distributed assets of the trust, has been used for the sole benefit of the person(s) who is unable to handle their own financial affairs.

**Source of the funds** may be, for example, an insurance payment, a transport accident compensation payment, an inheritance under a will.

**Date on which the person will be able to access their entitlement directly** – the terms of the trust may be that the person who is unable to handle their own financial affairs is able to access the monies held on their behalf when they reach a certain age, for example 21 years of age.

**18 Is the trust a FIXED trust set up before 7:30 pm Australian Eastern Standard Time (AEST) on 9 May 2000?**

No ☐ Go to **Question 20**

Yes ☐ Go to **Question 19**

A fixed trust is one where the trust deed names the person(s) who will benefit from the trust and specifies the income and/or assets they will receive.

**19 Did the fixed trust entitlements exist prior to 7:30 pm AEST on 9 May 2000? N/A**

No ☐

Yes ☐ Have the entitlements altered since then?

No ☐

Yes ☐ Please give details of each change

Owner of entitlement(s)	What changed?	Date of change
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**20 If a unit trust, have additional units been issued since 7:30 pm AEST on 9 May 2000?**

No ☐ N/A

Yes ☐ Please give details of the people to whom the units were issued

Issued to	Date of birth	Number of units
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**21 Has the appointor or trustee changed since 7:30 pm AEST on 9 May 2000?**

No ☐

Yes ☐ Please give details of the PREVIOUS trustee/appointor

Name

Date of birth

CRN or DVA number  
(if known)

Residential address

Reason for change

**22 Have additional contributions been received by the trust since 7:30 pm AEST on 9 May 2000?**

No ☐ N/A

Yes ☐ Please give details of the contributions

A contribution may be in the form of cash, investments, services or real estate.

Contributed by (name of person or organisation)	Their date of birth (if applicable)	Amount
	/ /	\$
	/ /	\$
	/ /	\$

**23 Have there been any other changes to the trust since 7:30 pm AEST on 9 May 2000?**

No ☐ N/A

Yes ☐ Please give details

**24 Does any person have informal control of the trust?**

A person has **informal control** where they are capable under a scheme of gaining control, or the person with formal control could reasonably be expected to act in accordance with their wishes.

No ☐

Yes ☐ Please give details of each person who has informal control

**1** Name of the person

Their date of birth

CRN or DVA number  
(if known)

Residential address

**2** Name of the person

Their date of birth

CRN or DVA number  
(if known)

Residential address

- 25 Does any person have use and enjoyment of the assets and/or income of the trust?** No ☐ Yes ☐ Please give details of each person

Name of the person	Their date of birth	CRN or DVA number (if known)
	/ /	
	/ /	
	/ /	
	/ /	

- 26 Who has the power to:**
- ♦ veto a trustee's decision
  - ♦ replace the trustee
  - ♦ control the trustee's actions, or
  - ♦ change the trust deed? **N/A**

– this is usually the appointor or guardian

Please give details of each person who has this power

**1** Name of the person

Their date of birth

CRN or DVA number (if known)

Residential address

POSTCODE

**2** Name of the person

Their date of birth

CRN or DVA number (if known)

Residential address

POSTCODE

- 27 Is there any person who is or may be instructing the person(s) named in Question 26?** No ☐ **N/A** Yes ☐ Please give details of each person

Name of the person	Their date of birth
	/ /
	/ /

- 28 Can any person named in Question 26 exercise control INDEPENDENTLY?** No ☐ **N/A** Yes ☐ Please give details of this person

Name of the person	Their date of birth
	/ /

- 29 Can any of the person(s) named in Question 26 exercise control JOINTLY?** No ☐ **N/A** Yes ☐ Please give details of each person

Name of the person	Their date of birth
	/ /
	/ /

**30 Is any person named in Question 26 a farmer?**

No ☐ N/A

Yes ☐ ► Is it possible they may be eligible for the concession on the attribution of farm income and assets?

No ☐

Yes ☐ ► You can download more detailed information and a farmer concession form from the webpage [www.dva.gov.au/clientforms](http://www.dva.gov.au/clientforms)

OR tick this box if you want us to send you more detailed information and a farmer concession form ☐

**Farmer concession – general information**

Farmers who meet certain income and asset requirements may be allowed to retain appointorship, and not have farm assets or income attributed to them, only if:

- ♦ the appointor does not have any other position in the trust, including income or capital beneficiary, and
- ♦ they have very limited powers as appointor.

The concession is limited to primary producers where:

- ♦ they own or control net primary production assets worth less than \$750,000 at 1 July 2000 (this amount will be subject to indexation on 1 July each year); and

- ♦ the average farm income for the three financial years immediately prior to forgoing control is less than the Family Tax Benefit threshold (around \$28,200 at 1 July 2000 – this amount will be subject to indexation on 1 July each year); and
- ♦ a family member is operating the farm enterprise; and
- ♦ an irrevocable clause is inserted into the trust deed to provide that:
  - the appointor's power to appoint a new trustee can only be exercised upon the trustee's death, resignation or legal disablement,
  - any power of veto held by the appointor is limited to the power to veto the sale of the primary production land.

In addition, neither the appointor nor their partner can:

- ♦ be the trustee, or be able to be appointed as trustee,
- ♦ have the power to change the trust deed,
- ♦ be capital or income beneficiaries of the trust,
- ♦ enjoy any direct or indirect benefit from the trust.

The appointor and their partner can retain a life interest in their home if it is situated on the primary production property, and receive some incidental fringe benefits such as food, water, fuel, gas or electricity for personal consumption.

**31 In the last 5 years has anyone gifted, transferred or sold for less than market value, any investments, services, real estate or other assets, to this trust?**

This is referred to as 'contribution'.

No ☐

Yes ☐ ► Give details of each contribution

Name of contributor

Their 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 it (if applicable)

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

If a person has provided property or services to a trust at any time after 7.30 pm AEST on 9 May 2000 and has not received adequate consideration in return, they may be considered to have made a contribution to the trust.

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

**What was contributed?**

A contribution may be in the form of cash, investments, services or real estate. If the contribution was in the form of real estate, you must complete Part B about that real estate.

**Date of contribution**

If you are unsure of the exact date of the contribution please state the year and month. However, if the contribution was made in May 2000, it is important that you also state the full date.

**Value of contribution**

The value of a cash contribution is the amount contributed.

The value of services is the gross amount normally charged by a qualified person for a similar service.

The value of real estate contributed is the market value at the time the property was transferred to the trust.

**32 Does the trust hold any shares in PUBLIC companies?**

No ☐

Yes ☐ Please give details

All details required may be found on the certificate or statement for the share investment.

Include any futures, options, derivatives, rights or convertible notes or other securities listed on an Australian or overseas stock exchange held by the company.

Include shares, options or rights issues in a public company which are not listed on a stock exchange.

Name of the public company	ASX code	Type of shares held in the public company	Number of shares held in the public company

**33 Does the trust hold any managed investments?**

No ☐

Yes ☐ Please give details

All details required may be found on the certificate for the investment.

**Managed investment** is an investment with a company or trust where the assets are not held in the name of the investors or investors don't have control over the management of the assets but have a legally enforceable right to share in any distribution of income or profits derived from the investment – e.g. insurance bonds, friendly society bonds and public unit trusts.

Name of the fund manager	* APIR code (if known)	* Name of the product and product option	* Number of units held (if applicable)	* Value of the investment
				\$
				\$
				\$
				\$

**34 Does the trust hold any shares in PRIVATE companies?**

No ☐

Yes ☐ Please give details

Name of the company	Company CRN (if applicable)	TFN	ABN

► You must complete a Private Company form for each of these companies

**Company CRN**

If you know of a CRN for any of these companies, please write that number. If you do not know of a CRN for a company, please write 'NIL'.

**Tax File Number (TFN)**

The Tax File Number of each private company can be found on the tax return for the company.

**Australian Business Number (ABN)**

The ABN of each private company will have been provided by the Australian Taxation Office. If the company has not received an ABN, please write 'NIL'.

**35 Give details of the assets held by the trust, other than real estate held by the trust and assets detailed in Questions 31 to 34**

N/A

Type of asset

PLANT & EQUIPMENT	\$	<input type="checkbox"/>
MACHINERY	\$	<input type="checkbox"/>
VEHICLES	\$	<input type="checkbox"/>
LIVESTOCK	\$	<input type="checkbox"/>
STOCK	\$	<input type="checkbox"/>
LICENCES	\$	<input type="checkbox"/>

Other (describe)

	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>

The **current market value** is the price a willing but not anxious purchaser is prepared to pay a willing but not anxious seller for an item.

Please give an **estimate** of the value. You do not need to have these assets professionally valued. We may have DVA's licensed valuer do this at no cost to the trust.

The trust balance sheet usually shows assets at historical or Written Down Values (WDV). Please provide the Current Market Value (CMV) of these assets.

**36 Does the trust owe money to any associates?**

Money owed by the trust includes salaries and wages owing to a person, loans made to the trust, and distributions allocated to a beneficiary that have not yet been paid to the beneficiary.

'Associates' are defined at Question 12.

No ☐

Yes ☐ ► Please give details of each amount owed

Name of associate	Their date of birth	Amount owed to this associate	Interest rate paid on the loan
	/ /	\$	%
	/ /	\$	%
	/ /	\$	%

**37 Is there a written loan agreement, witnessed by a third party, of a loan from an associate?**

No ☐

Yes ☐ ► **You must provide a copy of each loan agreement**

For a liability of the trust to be allowed by Centrelink/DVA, the amount owing would need to be documented by a written loan agreement signed by all parties to the agreement and witnessed by a genuine third party. Associates are not considered to be genuine third parties. A loan agreement witnessed by an accountant or solicitor who is not a family member may be allowed.

**38 Are there any other liabilities of the trust?**

No ☐

Yes ☐ ► Please give details for each liability

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

**Type of liability** includes bank loan, mortgage, fully drawn advance, personal loans not specified in Question 36.

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

**39 Is the trust a beneficiary of another private trust?**

No ☐

Yes ☐ ► Please give details of each trust

Name of the private trust	Trust CRN (if applicable)	TFN	ABN

► You must complete a Private Trust form for each of these trusts

**Trust CRN**

If you know of a CRN for any of these trusts, please write that number. If you do not know of a CRN for a trust, please write 'NIL'.

**Tax File Number (TFN)**

The Tax File Number of each private trust can be found on the tax return for the trust.

**Australian Business Number (ABN)**

The ABN of each private trust will have been provided by the Australian Taxation Office. If the trust has not received an ABN, please write 'NIL'.

**40 Did any person named in Questions 13, 14, 15 or 16 receive, or were they entitled to receive, any INCOME from the trust in the last financial year?**

No ☐  
Yes ☐ Please give details of each person

This includes wages, salaries, an income or capital distribution, superannuation contributions made on the person's behalf to a superannuation fund (except Superannuation Guarantee), etc.

Name of person	Their date of birth	Type of income	Total amount entitled	Total amount paid
	/ /		\$	\$
	/ /		\$	\$
	/ /		\$	\$
	/ /		\$	\$

**41 Did any person named in Questions 13, 14, 15 or 16 receive, or were they entitled to receive, any BENEFIT from the trust in the last financial year?**

No ☐  
Yes ☐ Please give details of each person

This includes non-cash benefits.  
A person may enjoy an indirect or direct benefit from a trust by, for example, having the trust pay their personal living expenses, or having access to, or use of trust assets.

Name of person	Their date of birth	Type of benefit	Value
	/ /		\$
	/ /		\$
	/ /		\$

**42 Are there plans to wind up or vest the trust?**

No ☐  
Yes ☐ Please give details

'Vest' is to divest the trust of all assets either by selling or transferring these assets out of the trust structure.

When?

Why?

**43 Are there plans for anyone to resign from or hand over their interest in the trust?**

No ☐  
Yes ☐ Please give details

Who?

Their date of birth

When?

Why?

**44 Does the trust own any real estate?**

No ☐ Skip the next four pages and go to **Part C Document Checklist**

Yes ☐ How many different titles does the trust hold?

You must complete **Part B Trust Real Estate** on the following page.

You will need to complete one Part B for each property. To obtain more copies of Part B, you can:

- **photocopy** Part B before completing it
- **print** Part B from the website [www.dva.gov.au/dvaforms](http://www.dva.gov.au/dvaforms)
- **request** copies by **phoning** 133 254 or Regional 1800 555 254

Part B	Trust Real Estate Details
A separate Part B must be completed for each real estate property held by the trust	
45	Name of the trust which holds the real estate N/A
46	Trust CRN – if applicable N/A
47	Australian Business Number (ABN) of the trust – if applicable N/A
48	Address of the property N/A
49	What type of property is this? N/A
	<div><input type="checkbox"/> Vacant land</div> <div><input type="checkbox"/> Home office</div> <div><input type="checkbox"/> House</div> <div><input type="checkbox"/> Self contained flat (part of or attached to a residence)</div> <div><input type="checkbox"/> Units/flats/town house</div> <div><input type="checkbox"/> Retail premises</div> <div><input type="checkbox"/> Commercial premises</div> <div><input type="checkbox"/> Industrial premises</div> <div><input type="checkbox"/> Farm (or hobby farm)</div> <div><input type="checkbox"/> Market garden</div> <div><input type="checkbox"/> Home property larger than 2 hectares (5 acres)</div> <div><input type="checkbox"/> Home property 2 hectares (5 acres) or less on more than one title</div> <div><input type="checkbox"/> Other – please give details</div>

If you live on the property and it is larger than 2 hectares, please answer Questions 50 to 52 otherwise go straight to Question 53.

50	How many years have you and/or your partner/husband/wife lived on this property? N/A	Self		years
		Partner		years
51	Is the land being used, either by you or a family member, or leased, to produce an income? N/A	No	<input type="checkbox"/>	<div>Please tick any relevant boxes to explain why the land is not being used to produce an income.</div> <div><input type="checkbox"/> Rural residential block</div> <div><input type="checkbox"/> Land is not viable for commercial or agricultural use</div> <div><input type="checkbox"/> Caring responsibilities</div> <div><input type="checkbox"/> Health reasons</div> <div><input type="checkbox"/> Zoning restrictions</div> <div><input type="checkbox"/> Environmental restrictions</div> <div><input type="checkbox"/> Other (please explain)</div> <div></div>
		Yes	<input type="checkbox"/>	<div>Please describe how you, your partner or other family member use the land (e.g. primary production, hobby farm, agistment, leased, rural residential, commercial kennels, feed lots).</div> <div></div>

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**52** Is this property in an  
Exceptional Circumstances  
area as declared by the  
Department of Agriculture,  
Fisheries and Forestry? [N/A](#)

No ☐

Yes ☐

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**53** Is there a residence on the  
property? [N/A](#)

No ☐

Yes ☐

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**54** Who lives in this residence? [N/A](#)

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**55** What is the legal description  
of the land? [N/A](#)

(e.g. lot, section, parish etc –  
this may appear on the rates  
notice)

**You must provide a copy of the latest council rate/valuation notice.**

---

**56** What is the area/dimension  
of the land? [N/A](#)

Please complete **one** of these  
measurements.

Area in hectares


**OR** Area in acres

**OR** Dimensions  X

---

**57** Is the property made up of  
more than one title? [N/A](#)

No ☐

Yes ☐ 



Please attach copies of the title deeds (if you have them)  
and/or the latest rates notices for our records.

---

**58** What is your estimate of the  
current market value of the  
whole property, including land  
and buildings? [N/A](#)

\$

Please give us an estimate of the value. You do not need to  
have the property professionally valued. We may have DVA's  
licensed valuer do this at no cost to the company.

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**59** If the land on the title that  
the principal home is on is  
greater than 2 hectares: [N/A](#)

What is your estimate of the value of the  
residence and surrounding 2 hectares?

\$

What is your estimate of the value of the  
residence and all land on that title?

\$

**60** Is the property held as security for any of the trust liabilities? **N/A**

No ☐

Yes ☐ ► Please give details

Date of loan

Amount

Interest rate

Name of finance provider

Collateral security

**61** Does the trust receive any rental income from the lease of the property? **N/A**

No ☐

Yes ☐ ► Please give details

Amount of rent received

Name of person renting property

**62** Please describe all buildings on the property **N/A**

What is the floor area (approx)?

**Building 2**

How old is the building?

Type of construction

Exterior (e.g. brick, timber)

Interior (e.g. plaster, not lined)

Roof (e.g. iron, tiles)

General condition

Number of flats/units (if applicable)

For residential building, number of bedrooms

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

**63** Are there any exceptional circumstances affecting the property? **N/A**

No ☐

Yes ☐ ► Please give details

This may include details such as no water on property for grazing livestock, lack of adequate fencing, hills, rocky ground, natural bushland, unusual title etc.


**64** If the property would be hard to locate please give full directions to make the valuer's job easier **N/A**  
– or provide a map


## Authority to inspect the property

65 Trust name **N/A**

66 Trust CRN (if applicable) **N/A**

67 Australian Business Number (ABN) of the trust – if known **N/A**

68 Authority to inspect your property **N/A**

I (Your full name)

, the trustee,

hereby authorise DVA's licensed valuer to enter and inspect the property situated at

(Address of location)

for the purposes of a valuation in relation to the *Social Security (Administration) Act 1999* and the *Veterans' Entitlements Act 1986*.

I understand that if the property to be inspected is not occupied by the trustee, 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 the home of the trustee, or any dwelling the trust may own, during the inspection, unless invited to do so. A similar condition applies to the home of any tenant.

I further understand that DVA's licensed valuer will contact the trustee, or the person noted below, to arrange a mutually convenient time for any necessary inspection of the property.

Trustee's signature

Second signature  
(if a corporate trustee)

Person to be contacted  
by the valuer

Their daytime phone number

**When you have completed Part B for each real estate property held by the trust, go to Part C Document Checklist**

### Why is a valuation required?

The social security law and the *Veterans' Entitlements Act 1986* requires that the value of assets (e.g. 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.

### 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/DVA payments or the rate of payment, but no permission to value is provided, the person's payment may not be granted or payment may be stopped.

**Part C****Document Checklist**

Please use the following checklist to make sure you provide all the required documents.

**\*69 You must provide COPIES of the following documents**

If a person is involved in more than one trust or company, you only need to provide these documents once.

The copies will not be returned.  
[Attach if relevant](#)

- ☐ Latest **personal** income tax returns for **Centrelink customers** and **DVA income support pensioners** who are involved in the trust and will sign this form.
- ☐ Latest **personal** income tax returns for the **partners** of those Centrelink customers and DVA pensioners (regardless of whether the partners are involved in the trust or not).

Each customer/pensioner/partner involved in the trust must indicate that they have included their personal income tax return when they sign at Part D.

**70 Please attach COPIES of the following documents which relate to the trust**

The copies will not be returned.  
[N/A. Trust does not trade. It does not have taxable income or capital gains.](#)

- ☐ Latest tax return for the **trust**
- ☐ Profit and loss statement
- ☐ Depreciation schedule
- ☐ Balance Sheet

If applicable:

- ☐ Trading account details
- ☐ A completed Part B for each real estate property held by the trust
- ☐ A copy of the council rates notice for each property held by the trust
- ☐ Beneficiary loan account details – individual account balances
- ☐ Notes to and forming part of the account
- ☐ Evidence of the trust ceasing to trade
- ☐ Copies of any written agreements concerning loans involving associates to the trust
- ☐ Any other information which would help us make a decision about who controls the trust

**71 If applicable, please attach COPIES of the following documents**

- ☐ If the trustee is a corporate trust, a completed Private Company form and all required documents for that company
- ☐ If the trust is a beneficiary of a private trust, a completed Private Trust form and all required documents for that trust
- ☐ If the trust holds shares in a private company, a completed Private Company form and all required documents for that company

**72 Is this trust an overseas trust?**

No ☐

Yes ☐  Please provide the last available financial statements for the trust

**73 If requested, you must make available the following documents which relate to the trust**

(Do not lodge them with this form – we will tell you if we need to see them)

- The Trust Deed and amendments of this trust
- If applicable:
- The last return provided to the Australian Securities and Investments Commission (ASIC) for the trustee company
  - The title deeds for each property held by the trust
  - The certificates for share investments of the trust
  - The investment certificates for managed investments held by the trust
  - The loan agreement for each liability of the trust (other than documents for loans from associates, which are required documents – see Question 65)

**When you have completed this Checklist, go to Part D on the following page**

## Part D

## Statement by Centrelink customers and DVA pensioners

- \* 74 Each Centrelink customer, DVA pensioner or partner who is involved in the trust and who is providing their details on this form, must read and sign this statement**

***I declare that:***

- *to the best of my knowledge, the information given on this form is correct and the trust documents provided are genuine.*
- *the personal income tax return I have provided (with this form or with another trust or company form) is a genuine copy.*
- *there are penalties for deliberately giving false or misleading information.*
- *Centrelink/Department of Veterans' Affairs may make any enquiries they believe necessary to help work out a customer's/pensioner's entitlement.*
- *the information asked for in this form is needed to decide if a Centrelink customer/Department of Veterans' Affairs pensioner is receiving the correct entitlement.*

***I understand that:***

- \* 1** Full name of customer/pensioner/partner

Date of birth  /  /

CRN or DVA number

Personal income tax return (for self and partner) provided:

☐ with **this** form

☐ with **another** trust or company form

▼  
Name of trust or company

**Signature**

Date  /  /

- 3** Full name of customer/pensioner/partner (if applicable)

Date of birth  /  /

CRN or DVA number

Personal income tax return (for self and partner) provided:

☐ with **this** form

☐ with **another** trust or company form

▼  
Name of trust or company

**Signature**

Date  /  /

- 2** Full name of customer/pensioner/partner (if applicable)

Date of birth  /  /

CRN or DVA number

Personal income tax return (for self and partner) provided:

☐ with **this** form

☐ with **another** trust or company form

▼  
Name of trust or company

**Signature**

Date  /  /

- 4** Full name of customer/pensioner/partner (if applicable)

Date of birth  /  /

CRN or DVA number

Personal income tax return (for self and partner) provided:

☐ with **this** form

☐ with **another** trust or company form

▼  
Name of trust or company

**Signature**

Date  /  /

**5** Full name of customer/pensioner/partner (if applicable)

Date of birth

CRN or DVA number

Personal income tax return (for self and partner) provided:

☐

with **this** form

☐

with **another** trust or company form

Name of trust or company

**Signature**

Date

**6** Full name of customer/pensioner/partner (if applicable)

Date of birth

CRN or DVA number

Personal income tax return (for self and partner) provided:

☐

with **this** form

☐

with **another** trust or company form

Name of trust or company

**Signature**

Date

**Remember to return your forms, tax returns and all other required documents to:**

**Department of Veterans' Affairs  
GPO Box 9998 Brisbane QLD 4001**

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**Privacy notice**

Your personal information is protected by law, including the *Privacy Act 1988*. Your personal information may be collected by the Department of Veterans' Affairs (DVA) for the delivery of government programs for war veterans, members of the Australian Defence Force, members of the Australian Federal Police and their dependants.

[Read more: How DVA manages personal information](#)

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