



# INITIAL STATEMENT OF ASSETS AND LIABILITIES (FORM 1)

HELD AS AT THE DAY OF THE SOUTH AUSTRALIAN CIVIL AND ADMINISTRATIVE  
TRIBUNAL HEARING  
DATED \*

**PROTECTED ESTATE OF: \***

**PT FILE NO: \***

\*Please note the amounts to be entered are the protected persons share only as at the date of the Tribunal Hearing. If an asset / liability is not applicable, mark as "N/A" or strike through

## ASSETS

1. TOTAL OF BANK ACCOUNTS	\$
(Show balances as at date of your appointment)	
• BSB: _____ A/C: _____	\$
• BSB: _____ A/C: _____	\$
• BSB: _____ A/C: _____	\$
• BSB: _____ A/C: _____	\$
2. SHARES	
• COMPANY: _____ NO OF SHARES HELD: _____	\$
• COMPANY: _____ NO OF SHARES HELD: _____	\$
• COMPANY: _____ NO OF SHARES HELD: _____	\$
3. REAL ESTATE (Capital value from Council Rates)	\$
Address of Property: _____	
_____	
4. MOTOR VEHICLES/TRAILERS/BOATS ETC.	\$
5. TERM DEPOSITS (List details)	
• BSB: _____ A/C: _____	\$
• BSB: _____ A/C: _____	\$
6. SUPERANNUATION / OTHER ASSETS	
• _____	\$
• _____	\$
<b>TOTAL ASSETS</b>	<b>\$ _____</b>

## LIABILITIES

1. MORTGAGES	\$
2. LOANS	\$
3. CREDIT CARDS	\$
4. OTHER DEBTS OWED	\$
<b>TOTAL LIABILITIES</b>	<b>\$ _____</b>
<b>NET ESTATE</b>	<b>\$ _____</b>

(PLEASE INCLUDE COPIES OF DOCUMENTATION FOR ALL ASSETS AND LIABILITIES - NOTE PUBLIC TRUSTEE ALSO REQUIRE A COPY OF THE CENTRELINK INCOME STATEMENT FOR THE PROTECTED PERSON IF APPLICABLE)

# STATUTORY DECLARATION

State of South Australia - *Oaths Act 1936*

I / We,

\_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_

[full name/s]

[address]

do solemnly and sincerely declare that:

1. I am / We are the administrator/s of the protected estate of  
\* \_\_\_\_\_ ('the Protected Estate')  
appointed by the South Australian Civil and Administrative Tribunal (SACAT) under the  
*Guardianship and Administration Act 1993* in the State of South Australia.
2. All the particulars contained in the attached Initial Statement of Assets and Liabilities (Form 1) of  
the Protected Estate initialled today by me/us in the presence of the authorised witness are true  
and correct to the best of my/our knowledge information and belief.

And I / We make this solemn declaration conscientiously believing the same to be true, and by virtue  
of the provisions of the *Oaths Act 1936*.

Declared at

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Before me,

.....  
Signature of administrator/s making this declaration

.....  
Signature of authorised witness  
Justice of the Peace / Commissioner for taking  
affidavits in the Supreme Court of South Australia /  
Notary Public

.....  
Signature of administrator/s making this declaration

[to be signed in front of the authorised witness]

**GUIDE TO COMPLETING THE INITIAL STATEMENT OF ASSETS AND LIABILITIES  
FORM AS AT THE DATE OF APPOINTMENT AND COPIES OF DOCUMENTATION  
REQUIRED**

	<b>Supporting evidence being provided to Public Trustee</b>
<b><u>ASSETS</u></b>	
<b>1. TOTAL OF BANK ACCOUNTS – is equal to <u>all</u> balances held in the bank accounts of the protected person</b>	Yes / No
<b>List all account numbers, attach copies of bank books or bank statements covering the commencement date</b>	
<b>2. SHARES – List all shares held and attach copies of certificates or CHESSE statements from share broker</b>	Yes / No
<b>3. REAL ESTATE – full address details and attach a copy of the Council rates showing council valuation, volume and folio number (as shown on the rates notice)</b>	
<ul style="list-style-type: none"><li>• include and attach a copy of the house (and contents if applicable) insurance policy for the year</li><li>• If the protected person does not have insurance please arrange this as soon as possible and provide a copy of the cover note and policy</li></ul>	Yes / No
<b>4. MOTOR VEHICLES – state registration number, model and make of vehicle and current market value. Attach a copy of the registration and insurance papers</b>	Yes / No
<b>5. TERM DEPOSITS – list all deposits held and attach copies of the statements showing balance at the end of the period</b>	Yes / No
<b>6. SUPERANNUATION / OTHER ASSETS – provide details and attach copies</b>	Yes / No
<b><u>LIABILITIES</u></b>	
<b>1. MORTGAGES – provide a copy of all loan account statements showing loan details outstanding</b>	Yes / No
<b>2. LOANS – provide details of all loans and statements showing balances outstanding</b>	Yes / No
<b>3. CREDIT CARDS – provide details of all outstanding balances</b>	Yes / No
<b>4. OTHER LIABILITIES – provide details and attach copies</b>	Yes / No
<b><u>CENTRELINK</u></b>	
<b>1. CENTRELINK INCOME STATEMENT - attach a copy</b>	Yes / No