FORM 7 (APRIL 2024 VERSION)

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| **UNATTESTED DECLARATION[[1]](#footnote-1)**  **(DEFAULT DECISION)**  *NORTHERN TERRITORY CIVIL AND ADMINISTRATIVE TRIBUNAL ACT 2014 - s101A* |
| **PART A – APPLICATION AND MATTER DETAILS** |

FILE NUMBER:

APPLICANT/S:

RESPONDENT/S:

|  |
| --- |
| **PART B – AFFIDAVIT OF SERVICE** |

**PLEASE TICK THE APPLICABLE BOX**

Proof of service has already been filed with NTCAT (please proceed to Part C)

**OR**

I rely on **THIS** affidavit of service (complete all details below)

I <insert full name of person making statement> of <insert residential or business address or place of employment> solemnly and sincerely declare as follows:

On the insert date/month/year> at <insert time> am/pm,

I served <insert name of person or entity/s served>

A copy of <insert name of documents served>

By (please tick the applicable box)

Emailing the documents to the Respondents email address and obtaining a read receipt or a response (**attach copy of email, read receipt and/or response received)**

Personally delivering the documents to the Respondent or if the Respondent is a company, to the Director.

Posting the documents to the Respondents address or the Company’s registered office and obtained a delivery confirmation **(attach a copy of the delivery confirmation)**

Other - <provide details of how service was effected>

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| **PART C – AFFIDAVIT OF DEBT** |

1. I am the applicant. <or, if an agent>, I have the applicant’s/applicants’ express authority to make this declaration on their behalf.
2. I make this declaration in support of the making of a default decision under s101A of the *Northern Territory Civil and Administrative Tribunal Act 2014*.
3. The facts set out in this declaration are true and correct to the best of my knowledge information and belief.
4. The application against the respondent is for <$insert amount> as a debt or liquidated demand of money.
5. I have not received a response to the application from the respondent.

**COMPLETE 6 OR 7 if you are the applicant**

1. The respondent has not paid the amount claimed by me. The amount of <$insert amount> remains owing to me.

**OR**

1. The respondent has paid the following amounts to me in part payment of the claim (please complete table below). The amount of <$insert amount> remains owing to me.

|  |  |
| --- | --- |
| Date | Payment made by respondent |
|  |  |
|  |  |

**COMPLETE 8 OR 9 if you are solicitor/agent/director of the applicant**

1. I have this day spoken with <insert the name and role of the person> being the person who has custody and control of the records of the applicant and they informed me, and I believe, that the respondent has not paid the amount claimed by the applicant.

The amount of <$insert amount> remains owing to the applicant.

**OR**

1. I have this day spoken with <insert name and the role of person> being the person who has custody and control of the records of the applicant and they inform me, and I believe, that the following amounts have been received from the respondent (please complete table below). The amount of <$insert amount>

remains owing to the applicant.

|  |  |
| --- | --- |
| Date | Payment made by respondent |
|  |  |
|  |  |

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| **PART D – DETAILS OF WHAT YOU ARE SEEKING FROM THE TRIBUNAL** |

**I am claiming the following amounts:**

The amount owed (as in Part C) $

**I also want to claim these amounts:**

The NTCAT filing fee $

Bailiff / sheriff / service fee (to serve the documents on your behalf) $

ASIC business name extract or company extract search fee $

Other <please include details of any other amount claimed> $

**The total amount of my claim is $**

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| **CHECKLIST** |

I have completed all relevant parts of this form.

I have completed Part B or I have already provided NTCAT with evidence of service. I have attached any relevant documents to prove service (such as email read receipts or delivery confirmation).

I have completed Part C and Part D.

I have attached all relevant documents, including but not limited to, any agreements, contracts, invoices, receipts, and colour copies of photographs.

I am ready to proceed with this application.

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| **WARNING -** Section 119 of the *Criminal Code Act 1983* (NT) provides that a person making an unattested declaration that, in any material particular, is to his or her knowledge false, is guilty of a crime and is liable to imprisonment for 3 years. |

**I declare that the statement/s contained in this declaration is/are true and I know that it is an offence**

**to make a declaration that is false.**

**SIGNATURE[[2]](#footnote-2)**

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| --- |
| (insert full name) |

on

|  |
| --- |
| (insert date) |

at

|  |
| --- |
| (insert place) |

1. This is an unattested declaration under section 21 of the *Oaths, Affidavits and Declarations Act 2010*. [↑](#footnote-ref-1)
2. This unattested declaration does not need to be witnessed. [↑](#footnote-ref-2)