



Circular
Economy
Systems

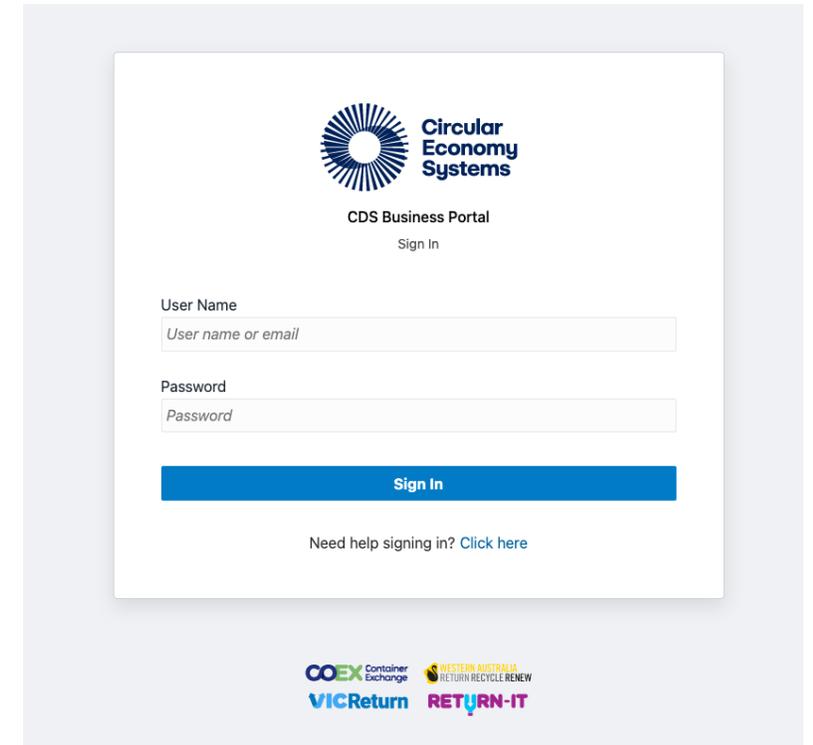
Annual Statutory Declaration

First Suppliers



Login

- Go to the First Supplier portal through the URL: <https://business.containersforchange.com.au>
- Login using the credentials provided to you as a First Supplier. If you have problems logging in, or do not have access but was nominated by your organisation, please contact your scheme coordinator for more details.



 **Circular Economy Systems**

CDS Business Portal
Sign In

User Name

Password

Sign In

Need help signing in? [Click here](#)

Access to the portal

- A nomination from your organization is required for portal access. If this was not created, please contact your scheme coordinator
- An activation email will be sent to you once access is created. Please check your spam / junk folder in case none was received
- Click the activation link in the email and you will be taken to the portal to nominate your password. Once successful, please login to validate your access through the URL: <https://business.containersforchange.com.au>
- It's recommended to bookmark the link to make it easier to come back when needed

 **Circular Economy Systems**
CDS Business Portal
Sign In

User Name

Password

Sign In

Need help signing in? [Click here](#)

 **COEX** Container Exchange  **WESTERN AUSTRALIA** RETURN RECYCLE BENEW
VICReturn RETURN-IT

Annual Statutory Declaration

- Find and click the First Supplier Annual Statutory Declarations at the top of the page
- As a First Supplier it is a contractual requirement for you to complete a Statutory Declaration, confirming your sales made in the financial year. When the scheme starts the process, you will see a new tab appearing **First Supplier Annual statutory declaration** to complete this process online.
- This tab disappears when the statutory declaration period is over, so please ensure to complete the process in time.

The screenshot shows the VICReturn web application interface. At the top, there are three tabs: 'PRODUCTS' (highlighted in green), 'SALES VOLUMES', and 'FIRST SUPPLIER ANNUAL STATUTORY DECLARATION'. A red arrow points to the 'FIRST SUPPLIER ANNUAL STATUTORY DECLARATION' tab. Below the tabs, the breadcrumb 'Home > Products' is visible. The main heading is 'Products'. There are two filter buttons: 'Statuses' and 'More Filters'. Below the filters is a table with the following columns: 'SUPPLIER', 'PRODUCT NAME', 'PRODUCT GROUP', and 'BARCODE'. The table contains three rows of data:

	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE	
(+)	<input type="checkbox"/>	UAT VIC Test	Test	Beer	000000
(+)	<input type="checkbox"/>	UAT VIC Test	Test product	Beer	000000
(+)	<input type="checkbox"/>	UAT VIC Test	Copy Test	Cider/fruit based alcohol	000000

Home

The home page is where the process starts.

- 1 Select a site and process its annual statutory declaration
- 2 Read the instructions carefully to complete the process
- 3 The submission status is very important and guides you through the submission process
- 4 You will see the scheme coordinator's comments here when they're reviewing the submission
- 5 Click **Next** to begin the process

The screenshot shows the 'Annual Statutory Declaration' portal for the financial year Jul 2023 - Jun 2024. The page is titled 'Annual Statutory Declaration' and shows a status of 'Awaiting Signature'. A navigation menu includes 'Home', 'Details', 'Update Sales Volumes', 'Generate Statutory Declaration', and 'Upload Signed Statutory Declaration'. The main content area contains instructions for first suppliers, including a note about the Victorian Container Deposit Supply Agreement and a deadline of 23 August 2024. It outlines four steps: 1. Details (signatory details), 2. Update supply volumes, 3. Generate Statutory Declaration, and 4. Upload signed Statutory Declaration. A 'Next' button is visible at the bottom right. A comment box on the right says 'Please provide proof for Q1 value'.

Statutory Declaration status

The submission status could be one of the following:

Status	Description
New	The status is "New" until you have started the Statutory Declaration. To begin, please provide and save the required information. From there, the status will move to "Draft"
Draft	The status is "Draft" when you have started the process and are filling in information in the "Details" and "Update sales volumes" pages
Awaiting Signature	The status is "Awaiting Signature" when the you have downloaded the PDF on the "Generate Statutory declaration" page
Signed	The status is "Signed" when the once you have uploaded the signed statutory document and then clicked on "Submit" to finalise the submission The scheme coordinator will now review the information submitted and come back to you, if required
More information required	The status is "More information required" when the scheme coordinator has asked for more information (detailed in the Approver comment section) while reviewing
Approved	The status is "Approved" when the scheme coordinator has completed and accepted the declaration

Annual Statutory Declaration
Financial Year: Jul 2023 - Jun 2024

Show 01 Payments Test Scenario BM VIC ▾
➔ Status: Awaiting Signature

Home
Details
Update Sales Volumes
Generate Statutory Declaration
Upload Signed Statutory Declaration

The annual Statutory Declaration is now available to complete. Approver's comments: Please provide proof for Q1 value

As a First Supplier you are required under clause 7.2 of the "Victorian Container Deposit Supply Agreement" between VicReturn Ltd and your organization (Supply Agreement) to complete a Statutory Declaration confirming the volume of eligible containers supplied in Victoria for the financial year, which this year starts from the Scheme Commencement date 01 November 2023 and ends on 30 June 2024.

The format of the Statutory Declaration is automatically generated once you follow the steps below. Please note, the format of the Statutory Declaration has changed slightly from the template included in your Supply Agreement.

First Suppliers are required to complete and submit the Statutory Declaration by 23 August 2024. Portal access to the Statutory Declaration functionality will remain open until 15 October 2024.

Step 1 - Details - Provide the Statutory Declaration signatory details

A nominated signatory (eg company director or partner or trustee or sole trader) will need to sign the final declaration, and it must also be witnessed by an authorised signatory prior to upload. A full list of approved witnesses can be found at [Statutory declarations | Department of Justice and Community Safety Victoria](#).

Step 2 - Update supply volumes

Review the volumes that have been submitted throughout the year and declare the final volumes for the last financial year, which this year starts from the Scheme Commencement date 01 November 2023 and ends on 30 June 2024. It is possible to make a change if the volumes submitted are incorrect. If no volumes were supplied, please enter 0 rather than leaving the field blank. On the grid, scroll to right to see all months and scroll down to see all volumes.

Step 3 - Generate Statutory Declaration

The system will generate a Statutory Declaration with the entity details, the totals of the monthly volumes submitted in Step 2, and nominated signatory details provided in Step 1.

This Statutory Declaration must be signed by the nominated signatory and witnessed by an authorised witness. A full list of approved witnesses can be found at [Statutory declarations | Department of Justice and Community Safety Victoria](#).

Step 4 - Upload signed Statutory Declaration

Please follow the prompts to upload and save the file. Here you can upload any supplementary files relating to your statutory declaration, i.e., ASIC document showing changes to officeholders.

Once done, click "Submit" to complete the process.

Please note: if you subsequently amend the volumes submitted, simply start the process again by amending the volumes and generating and uploading the new signed Statutory Declaration.

Next

Details

- Verify that the stored supplier information is accurate
- The ABN is displayed by default for businesses with both ACN/ABN
- Please contact 13 42 37 should there be any information that needs updating

Show Champlin and Sons  Status: New

Home Details Update Sales Volumes Generate Statutory Declaration Upload Signed Statutory Declaration

Beverage supplier scheme ID :  VM126013001

Financial Year : 2023-24

* Nominated Signatory (who signs this statutory declaration) NAME: Declarant's name

* Nominated Signatory (who signs this statutory declaration) ADDRESS: Declarant's full address

* Nominated Signatory (who signs the statutory declaration) OCCUPATION: Declarant's occupation

Beverage supplier legal entity name :  Champlin and Sons

Beverage supplier trading name :  Champlin and Sons

ACN/ABN :  81402546524

Fields marked with * are mandatory to enter

For changes on the Beverage supplier legal entity name and ACN/ABN, please contact 13 42 37

Back Save Save & Next

Details

- Please provide the information of the mandatory fields
 - Nominated Signatory (who signs this statutory declaration) NAME
 - Nominated Signatory (who signs this statutory declaration) ADDRESS
 - Nominated Signatory (who signs this statutory declaration) OCCUPATION
- Click Save to store this information into the system or Save & Next to store and move to the next tab

Note: A nominated signatory is required to sign the final declaration

Show Champlin and Sons Status: New

Home Details Update Sales Volumes Generate Statutory Declaration Upload Signed Statutory Declaration

Beverage supplier scheme ID : VM126013001

Financial Year : 2023-24

* Nominated Signatory (who signs this statutory declaration) NAME: Declarant's name

* Nominated Signatory (who signs this statutory declaration) ADDRESS: Declarant's full address

* Nominated Signatory (who signs the statutory declaration) OCCUPATION: Declarant's occupation

Beverage supplier legal entity name : Champlin and Sons

Beverage supplier trading name : Champlin and Sons

ACN/ABN : 81402546524

Fields marked with * are mandatory to enter

For changes on the Beverage supplier legal entity name and ACN/ABN, please contact 13 42 37

Back Save Save & Next

Update Sales Volumes

- Sales volumes are broken down per material type as rows and each month in the financial year as columns
- Each material type has two rows:
 - Grey rows are for submitted volumes before the Statutory Declaration period and cannot be edited
 - White rows are for final volumes and can be used to record an update to previously submitted volumes
- In case of months with no submissions during the year, the system would have invoiced a forecasted value hence during stat dec its mandatory to provide an actual volume for that period

Home → First Supplier → Annual Statutory Declaration

Annual Statutory Declaration Financial Year: Jul 2023 - Jun 2024

Show 01 Payments Test Scenario BM VIC Status: Draft

Home Details Update Sales Volumes Generate Statutory Declaration Upload Signed Statutory Declaration

Please provide the final sales volumes for all materials for each month. If the actual volumes are correct, leave them unchanged. If any amendments are required, provide the new values. Use 0 if there are no sales for a particular material in any given month.

Material Types	Total Volumes	Nov - 2023	Dec - 2023	Jan - 2024	Feb - 2024	Mar - 2024	Apr - 2024
Glass Submitted Volumes	20	10	0	10	0	0	Fore
Glass Final Volumes	600	100	100	100	100	100	
Aluminium Submitted Volumes	10	0	0	10	0	0	Fore
Aluminium Final Volumes	10	0	0	10	0	0	
PET Submitted Volumes	10	0	0	10	0	0	Fore
PET Final Volumes	10	0	0	10	0	0	
HDPE Submitted Volumes	10	0	0	10	0	0	Fore
HDPE Final Volumes	10	0	0	10	0	0	
Liquid Paper Board Submitted Volumes	10	0	0	10	0	0	Fore

Note: First Suppliers will be able to review or update actual sales volumes from the scheme's commencement date 01 Nov 2023.

Update Sales Volumes

- The bottom of the grid shows three distinct rows:
 - **Monthly Total Submitted Volumes** display the total for all submitted materials and months (gray rows)
 - **Monthly Total Final Volumes** display the total for all user input rows (white rows)
 - **Adjustments** show the difference between the two above
- Once finalized, click Save to store this information into the system or Save & Next to store and move to the next tab

Steel Final Volumes	1,700	<input type="text" value="0"/>	<input type="text" value="1,700"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other Plastics Submitted Volumes	1,800	<input type="text" value="0"/>	<input type="text" value="1,800"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other Plastics Final Volumes	1,800	<input type="text" value="0"/>	<input type="text" value="1,800"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other Materials Submitted Volumes	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other Materials Final Volumes	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Monthly Total Submitted Volumes	59,500	<input type="text" value="0"/>	<input type="text" value="10,500"/>	<input type="text" value="0"/>	<input type="text" value="34,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Monthly Total Final Volumes	59,500	<input type="text" value="0"/>	<input type="text" value="10,500"/>	<input type="text" value="0"/>	<input type="text" value="34,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Adjustment	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

If you have not finalised the volumes and need to come back to complete this section, click 'Save'. Last saved at -

If you are amending the final volumes ensure to re-print the statutory declaration on the "Generate Statutory Declaration" screen

Note:

- It's important to provide volumes for all months and container materials even if none were sold for a period. In that case, input 0 as the amount
- The system uses highlighting to draw attention to cells in two scenarios:
 - Updated Final Volumes:** If you've made changes to the final volumes, the system will highlight those cells. This ensures that any recent adjustments are easily identifiable
 - Missing Final Volumes:** When no volumes were provided earlier in the year, the system will expect you to enter the final volumes. In this case, it will also highlight the relevant cells, prompting you to input the necessary data

Generate Statutory Declarations

- Please review the contents shown in the preview which contain the signatory details and final volumes from the previous pages
- The section in green will have additional important information for signing the declaration
- When everything is in order, click Download to have the PDF onto your computer. From this point, the status will move to **Awaiting Signature**

Annual Statutory Declaration Financial Year: Jul 2023 - Jun 2024

Show 01 Payments Test Scenario BM VIC Status: Draft

Home Details Update Sales Volumes Generate Statutory Declaration Upload Signed Statutory Declaration

Statutory Declaration

I, Philip I Land of 1 Melbourne street, Engineer, make the following statutory declaration under the *Oaths and Affirmations Act 2018* (Vic):

- the First Supplier is 01 Test Scenario Micro BM Phase 2 VIC Pty Ltd, ABN 972 664 374 and the Scheme Coordinator is VicReturn Limited, ABN 54 643 014 895;
- the First Supplier and the Scheme Coordinator are parties to the Supply Arrangement between VicReturn Limited, ABN 54 643 014 895 (Scheme Coordinator) and 01 Test Scenario Micro BM Phase 2 VIC Pty Ltd, ABN 972 664 374 (First Supplier) executed prior to the date of this statutory declaration (Supply Arrangement);
- capitalised terms used in this declaration have the meaning given in the Supply Arrangement; and
- I confirm to the best of my knowledge and belief:

- 4.1 the First Supplier Statements (as defined in the Supply Arrangement) supplied to the Scheme Coordinator on or around the date of this statutory declaration through the Interface are true and correct;
- 4.2 the number of Suitable Eligible Containers Supplied by the First Supplier in Victoria in the previous financial year:
 - (a) in aggregate in respect of the State; and
 - (b) in aggregate in respect of the State for each Material Type is as follows:

No.	Material type	Aggregate number Supplied
1.	Aluminium	10
2.	Glass	600
3.	PET	10
4.	HDPE	10
5.	Liquid paper board	10
6.	Steel	10

A nominated signatory (eg company director or partner or trustee) must sign the final declaration, and it must also be witnessed by an authorised signatory prior to upload. A full list of approved witnesses can be found at [Statutory declarations](#) | Department of Justice and Community Safety Victoria.

Please enter the nominated signatory (eg company director or partner or trustee) details noting that in most cases they must be listed on the ASIC document. If your ASIC record has changed since entering the supply agreements, please provide a new ASIC document confirming these changes. This can be provided when uploading the completed Statutory Declaration.

Download
Next

Back

Generate Statutory Declarations

The first page of the system-generated declaration will contain information you provided and saved through the Details page. Please take time to review this information to ensure accuracy before submission.

- 1 Nominated Signatory (who signs this statutory declaration) NAME
- 2 Nominated Signatory (who signs this statutory declaration) ADDRESS
- 3 Nominated Signatory (who signs this statutory declaration) OCCUPATION
- 4 Beverage Supplier legal entity name
- 5 ACN / ABN

Statutory Declaration

- I, **Philip I Land** of **1 Melbourne street** **Engineer**, make the following statutory declaration under the *Oaths and Affirmations Act 2018* (Vic):
1. the First Supplier is **01 Test Scenario Micro BM Phase 2 VIC Pty Ltd** ABN **972 664 374** and the Scheme Coordinator is VicReturn Limited, ABN 54 643 014 895;
 2. the First Supplier and the Scheme Coordinator are parties to the Supply Arrangement **between VicReturn Limited, ABN 54 643 014 895 (Scheme Coordinator) and 01 Test Scenario Micro BM Phase 2 VIC Pty Ltd, ABN 972 664 374 (First Supplier)** executed prior to the date of this statutory declaration (**Supply Arrangement**);
 3. capitalised terms used in this declaration have the meaning given in the Supply

Generate Statutory Declarations

The lower portion of the PDF contains aggregated final volumes by material type, provided through the Update Sales Volume page. This can be verified by comparing each material type final volume rows.

Material Types	Total Volumes	Nov
Glass Submitted Volumes	20	
Glass Final Volumes	600	
Aluminium Submitted Volumes	10	
Aluminium Final Volumes	10	
PET Submitted Volumes	10	
PET Final Volumes	10	
HDPE Submitted Volumes	10	
HDPE Final Volumes	10	
Liquid Paper Board Submitted Volumes	10	
Liquid Paper Board Final Volumes	10	

- 4.2. the number of Suitable Eligible Containers Supplied by the First Supplier in Victoria in the previous financial year:
- (a) in aggregate in respect of the State; and
 - (b) in aggregate in respect of the State for each Material Type is as follows:

No.	Material type	Aggregate number Supplied
1.	Aluminium	10
2.	Glass	600
3.	PET	10
4.	HDPE	10
5.	Liquid paper board	10
6.	Steel	10
7.	Other materials	20
8.	Other plastics	20
	Total	690

Generate Statutory Declarations

The table on the third page (Annexure A) contains all months from the previous financial year across the material types. The system takes the final volumes submitted through the Update Sales Volumes page.

Validate the final volumes for each of the material types on this page before you take it through signing and eventually submission.

First Supplier Statements

Month	Material Type								Total
	Aluminium	Glass	PET	HDPE	Liquid paper board	Steel	Other materials	Other plastics	
Jul	0	0	0	0	0	0	0	0	0
Aug	0	0	0	0	0	0	0	0	0
Sep	0	0	0	0	0	0	0	0	0
Oct	0	0	0	0	0	0	0	0	0
Nov	0	100	0	0	0	0	0	10	110
Dec	0	100	0	0	0	0	10	0	110
Jan	10	100	10	10	10	10	10	10	170
Feb	0	100	0	0	0	0	0	0	100
Mar	0	100	0	0	0	0	0	0	100
Apr	0	100	0	0	0	0	0	0	100
May	0	0	0	0	0	0	0	0	0
Jun	0	0	0	0	0	0	0	0	0
Total	10	600	10	10	10	10	20	20	690

Upload Signed Statutory Declaration

- Upload the scanned signed declaration on this page. It will appear as its own row in the summary box below when the upload is successful
- After the file is uploaded, click Submit to move the status to **Signed** and trigger its review by the scheme coordinator
- There are two possible results from a review:
 - More information required** means the review requires additional information to progress. Comments from the scheme coordinator will be visible on the Home page for your review and resolution
 - Approved** means the submission has been accepted and no further action is needed

The screenshot shows a web interface for uploading a signed statutory declaration. At the top, there is a breadcrumb trail: Home → First Supplier → Annual Statutory Declaration. The page title is "Annual Statutory Declaration" and the financial year is "Jul 2023 - Jun 2024". The status is "Awaiting Signature". Below the title, there is a dropdown menu for "Show" with the value "01 Payments Test Scenario BM VIC". A navigation bar includes "Home", "Details", "Update Sales Volumes", "Generate Statutory Declaration", and "Upload Signed Statutory Declaration" (which is the active tab). The main content area is titled "Statutory Declaration" and contains the text "Last date for annual statutory declaration submission : 15-Oct-2024". Below this is a large dashed box with a green upload icon and the text "Click or drag a file to this area and then start the upload". Underneath, it specifies "Max file size to upload : upto 10 MB" and "Supported file types : pdf, doc, docx, jpg, jpeg, xls, xlsx, email". There is an "Upload" button. Below the upload area is a box titled "Summary of the uploaded statutory declaration" which currently shows "No data". At the bottom, there are "Back" and "Submit" buttons.

Tip: Use a descriptive filename to make it easier to find later!

Email Notifications

There will be multiple email notifications throughout the period that will help inform you of your declaration's status or remind you of certain actions that need to be taken. Authorized contacts and people who have access to the portal are sent the emails below:

Status	Description
Statutory Declaration period opening	This informs all first suppliers that the Statutory Declaration period has begun and can now start processing it in the portal
Outstanding Reminder	This is a reminder for you that no declaration has yet been received through the system and to login and submit it soon
Overdue declaration	When this notification is received, no submission has been received from you and that the declaration period has now closed. Please contact your scheme coordinator for next steps
More Information Required	During the review, the scheme coordinator may require more information from you to action through the portal
Approved	No more action is required from you. You may continue to logon to the portal should you have more sites under your responsibility

Email Notifications - sample

Statutory Declaration period opening

Your annual Statutory Declaration is now available for submission FY24

Dear First Supplier,

The annual Statutory Declaration is now available to complete via the Business Portal: [B2B Portal](#).

First Suppliers are required to complete a Statutory Declaration confirming supplied volumes of eligible containers in Victoria for the previous financial year, which for this year starts at the Scheme Commencement date 01 November 2023 and ends on 30 June 2024.

The format of the Statutory Declaration is automatically generated once you follow the steps in the Business Portal [B2B Portal](#). Please note, the wording of the Statutory Declaration differs from the wording included in your Supply Agreement.

Step-by-step instructions on how to complete your submission are available on the Statutory Declaration tab on the Business Portal. If you require portal access for a new user, please contact **Info VicReturn** info@vicreturn.com.au with the user's full name, scheme entity ID and email address.

First Suppliers are required to complete and submit the Statutory Declaration by 23 August 2024. Portal access to the Statutory Declaration functionality will remain open until 15 October 2024.

The statutory declaration must be signed by a nominated signatory (eg company director or partner or trustee or sole trader) and it must also be witnessed by an authorised signatory. A full list of approved witnesses can be found at: [Statutory declarations | Department of Justice and Community Safety Victoria](#).

If you have any questions regarding completing your submission, please get in touch with us at: firstsuppliers@vicreturn.com.au.

Outstanding Reminder

Only a few days left to submit your annual Statutory Declaration FY24

Dear First Supplier,

There are only a few days remaining until the Victoria FY24 annual Statutory Declaration is due.

First Suppliers are required to complete and submit the Statutory Declaration by 23 August 2024. Portal access to the Statutory Declaration functionality will remain open until 15 October 2024.

As a First Supplier, it is a contractual requirement to complete a Statutory Declaration, confirming the number of eligible containers supplied in Victoria for the previous financial year, which for this year starts on the scheme commencement date of 01 November 2023 and ends on 30 June 2024.

How to submit your annual Statutory Declaration?

Step-by-step instructions are available on the Statutory Declaration tab on Business Portal [B2B Portal](#).

The statutory declaration must be signed by a nominated signatory (eg company director or partner or trustee or sole trader). If you require portal access for a new user, please contact info@vicreturn.com.au with the user's full name, scheme entity ID and email address.

If you have any questions regarding completing your submission, please get in touch with us at: firstsuppliers@vicreturn.com.au.

Email Notifications - sample

Overdue Declaration

CRITICAL REMINDER: Your annual Statutory Declaration is now overdue FY24

Dear First Supplier,

The Victoria FY24 annual Statutory Declaration submission is now overdue – First Suppliers are required to complete and submit the Statutory Declaration by 23 August 2024. Portal access to the Statutory Declaration functionality will remain open until 15 October 2024.

As a First Supplier, it is a contractual requirement to complete a Statutory Declaration, confirming the number of eligible containers supplied in Victoria for the previous financial year, which for this year starts on the scheme commencement date of 01 November 2023 and ends on 30 June 2024.

Please contact us directly to complete your submission at:
firstsuppliers@vicreturn.com.au

More Information Required

We require further information to approve your Statutory Declaration FY24

Thank you for submitting your Statutory Declaration.

We require further information in order to approve your declaration.

Please promptly [log into the Portal](#) to review the comments/queries raised and make the required changes.

Email Notifications - sample

Approved

Your annual Statutory Declaration has been approved FY24

Dear First Supplier,

Thank you for submitting the FY24 Statutory Declaration. It has now been approved.

Any adjustments made in the declaration will be reflected in the next invoice.

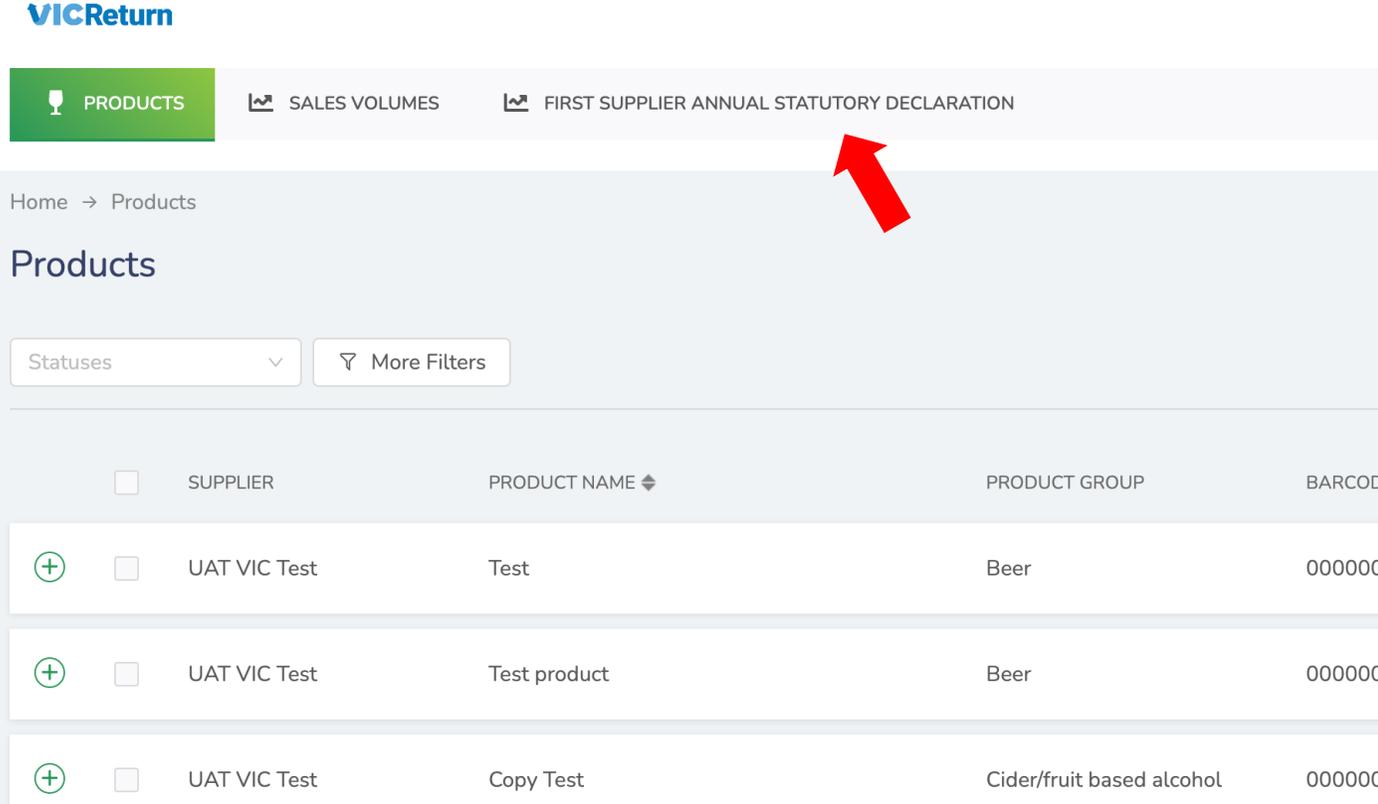
FAQs

1. When does the Statutory Declaration take place for Victoria?
2. How do I make changes to the signatory's details?
3. How do I make changes to the volume submission?
4. I lost the PDF of the declaration. How can I get another copy?
5. I have trouble uploading the signed declaration
6. I've uploaded the incorrect file. How can I delete it?
7. How can I share supporting documents when the approver asked of it?
8. How can I provide more information to the approver?
9. The approver has approved my submission. What's next?

FAQ: When does Statutory Declaration take place for Victoria?

Statutory Declarations for Victoria is from 5 August to 15 October 2024. An email will be sent to you as a First Supplier notifying of its opening so that you may [login to the portal](#) to complete it.

Please contact your scheme coordinator for more details if you don't see the First Supplier Annual Statutory Declaration tab after you login.



The screenshot shows the VICReturn portal interface. At the top, there are three navigation tabs: 'PRODUCTS' (highlighted in green), 'SALES VOLUMES', and 'FIRST SUPPLIER ANNUAL STATUTORY DECLARATION'. A red arrow points to the 'FIRST SUPPLIER ANNUAL STATUTORY DECLARATION' tab. Below the navigation bar, the breadcrumb 'Home > Products' is visible. The main heading is 'Products'. There are two filter buttons: 'Statuses' and 'More Filters'. Below the filters is a table with the following columns: 'SUPPLIER', 'PRODUCT NAME', 'PRODUCT GROUP', and 'BARCODE'. The table contains three rows of data, each with a green plus icon in the first column and a checkbox in the second column.

	SUPPLIER	PRODUCT NAME	PRODUCT GROUP	BARCODE
+	<input type="checkbox"/>	UAT VIC Test	Beer	000000
+	<input type="checkbox"/>	UAT VIC Test	Test product	000000
+	<input type="checkbox"/>	UAT VIC Test	Cider/fruit based alcohol	000000

FAQ: How do I make changes to the signatory's details?

- After downloading the PDF, the editable fields on the Details page will be disabled
- To re-enable these, click on the Edit button found on the Details page to allow you to make changes and will set the status back to Draft
- After saving the changes, make sure to submit the declaration again by doing the following:
 1. Review the declaration and download it from Generate Statutory Declaration
 2. Print, sign, and scan, then upload the declaration to Upload Signed Statutory Declaration
 3. Verify that the file is uploaded
 4. Click Submit to restart the review process with the scheme coordinator

The screenshot shows a web application interface with a navigation bar at the top containing: Home, Details (active), Update Sales Volumes, Generate Statutory Declaration, and Upload Signed Statutory Declaration. The main content area is a form titled 'Details' with the following fields:

- Beverage supplier scheme ID : VM124989001
- Financial Year : 2023-24
- * Nominated Signatory (who signs this statutory declaration) NAME: Philip I Land
- * Nominated Signatory (who signs this statutory declaration) ADDRESS: 1 Melbourne street
- * Nominated Signatory (who signs the statutory declaration) OCCUPATION: Engineer
- Beverage supplier legal entity name : 01 Test Scenario Micro BM Phase 2 VIC Pty Ltd
- Beverage supplier trading name : 01 Payments Test Scenario BM VIC
- ACN/ABN : 972664374

Fields marked with * are mandatory to enter

For changes on the Beverage supplier legal entity name and ACN/ABN, please contact 13 42 37

Buttons: Back, Save, Save & Next. A red arrow points to an 'Edit' button in the top right corner.

FAQ: How do I make changes to the volume submission?

- After downloading the PDF, the editable fields on the Update Sales Volumes page will be disabled
- To re-enable these, click on the Edit button found on the Update Sales Volumes page to allow you to make changes and will set the status back to Draft
- After saving the changes, proceed with the following:
 1. Review and download the PDF on the Generate Statutory Declaration page
 2. Print, sign, and scan, then upload the it on the Upload Signed Statutory Declaration page. Don't forget to click Submit to restart the review process with the Scheme Coordinator

Home → First Supplier → Annual Statutory Declaration

Annual Statutory Declaration Financial Year: Jul 2023 - Jun 2024

Show: 01 Payments Test Scenario BM VIC Status: Awaiting Signature

Home Details Update Sales Volumes Generate Statutory Declaration Upload Signed Statutory Declaration

Please provide the final sales volumes for all materials for each month. If the actual volumes are correct, leave them unchanged. If any amendments are required, provide the new values. Use 0 if there are no volumes for a particular material in any given month. → Edit

Material Types	Total Volumes	Nov - 2023	Dec - 2023	Jan - 2024	Feb - 2024	Mar - 2024	Apr - 2024
Glass Submitted Volumes	20	10	0	10	0	0	Fore
Glass Final Volumes	600	100	100	100	100	100	
Aluminium Submitted Volumes	10	0	0	10	0	0	Fore
Aluminium Final Volumes	10	0	0	10	0	0	
PET Submitted Volumes	10	0	0	10	0	0	Fore

FAQ: I lost the PDF of the declaration. How can I get another copy?

- Log back into the portal and navigate to the Generate Statutory Declaration page found within First Supplier Annual Statutory Declaration
- Click the Download button found on the bottom-right corner of the page and a copy of the PDF will appear on your download folder. If no file appears, contact your scheme coordinator for help
- From here, have the document printed, signed, then scanned so that it's ready for upload on the Upload Signed Statutory Declaration page
- Once uploaded and submitted, the Scheme Coordinator will begin the review process using the information provided

Annual Statutory Declaration Financial Year: Jul 2023 - Jun 2024

Show 01 Payments Test Scenario BM VIC Status: Draft

Home Details Update Sales Volumes **Generate Statutory Declaration** Upload Signed Statutory Declaration

Statutory Declaration

I, Philip I Land of 1 Melbourne street, Engineer, make the following statutory declaration under the *Oaths and Affirmations Act 2018* (Vic):

- the First Supplier is 01 Test Scenario Micro BM Phase 2 VIC Pty Ltd, ABN 972 664 374 and the Scheme Coordinator is VicReturn Limited, ABN 54 643 014 895;
- the First Supplier and the Scheme Coordinator are parties to the Supply Arrangement between VicReturn Limited, ABN 54 643 014 895 (Scheme Coordinator) and 01 Test Scenario Micro BM Phase 2 VIC Pty Ltd, ABN 972 664 374 (First Supplier) executed prior to the date of this statutory declaration (Supply Arrangement);
- capitalised terms used in this declaration have the meaning given in the Supply Arrangement; and
- I confirm to the best of my knowledge and belief:

- the First Supplier Statements (as defined in the Supply Arrangement) supplied to the Scheme Coordinator on or around the date of this statutory declaration through the Interface are true and correct;
- the number of Suitable Eligible Containers Supplied by the First Supplier in Victoria in the previous financial year:
 - in aggregate in respect of the State; and
 - in aggregate in respect of the State for each Material Type is as follows:

No.	Material type	Aggregate number Supplied
1.	Aluminium	10
2.	Glass	600
3.	PET	10
4.	HDPE	10
5.	Liquid paper board	10
6.	Steel	10

A nominated signatory (eg company director or partner or trustee) must sign the final declaration, and it must also be witnessed by an authorised signatory prior to upload. A full list of approved witnesses can be found at [Statutory declarations](#) | Department of Justice and Community Safety Victoria.

Please enter the nominated signatory (eg company director or partner or trustee) details noting that in most cases they must be listed on the ASIC document. If your ASIC record has changed since entering the supply agreements, please provide a new ASIC document confirming these changes. This can be provided when uploading the completed Statutory Declaration.

Download Next

Back

FAQ: I have trouble uploading the signed declaration

A file can be initiated for upload by either

1. dragging it into upload area or
2. clicking the upload area to open your computer's file manager. From here, you can browse your directory and choose the appropriate file

Note:

- File types supported are PDF, Word Documents (.doc or .docx), Excel Worksheets (.xls or .xlsx), Images (.jpg or .jpeg) and Email (.eml)
- There's a maximum of 10 megabytes per file upload
- You can upload a maximum of 1 file per upload

Home → First Supplier → Annual Statutory Declaration

Annual Statutory Declaration Financial Year: Jul 2023 - Jun 2024

Show 01 Payments Test Scenario BM VIC Status: Awaiting Signature

Home Details Update Sales Volumes Generate Statutory Declaration Upload Signed Statutory Declaration

Statutory Declaration

Last date for annual statutory declaration submission : 15-Oct-2024


Click or drag a file to this area and then start the upload

Max file size to upload : upto 10 MB

Supported file types : pdf, doc, docx, jpg, jpeg, xls, xlsx, email Upload

Summary of the uploaded statutory declaration

No data

Back Submit

FAQ: I have trouble uploading the signed declaration (cont.)

- Once you've confirmed file, it will appear below the upload area and will simultaneously enable the Upload button to the right
- Keep in mind that there's a 10MB file size limit. Click the button once ready
- Depending on connectivity bandwidth, the upload time may vary
- Once uploaded, you should see it at the top of the summary of files

Note: If the file fails to upload, record the steps taken along with a screenshot of the resulting error, then contact your scheme coordinator for assistance

Last date for annual statutory declaration submission : 31-May-2024



Click or drag a file to this area and then start the upload

📎 1821 Signed Declaration.pdf

Max file size to upload : upto 10 MB

Supported file types : pdf, doc, docx, jpg, jpeg, xls, xlsx, email

[Upload](#)

Summary of the uploaded statutory declaration

Beverage_Supplier_Statutory_Declaration_(11).pdf	30-May-2024 01:48 PM	delete
Beverage_Supplier_Statutory_Declaration.pdf	20-May-2024 04:09 PM	delete
No data		

FAQ: I've uploaded the incorrect file. How can I delete it?

- Each uploaded file into the system will have its own Delete button that can be used to remove erroneously uploaded files.
- If you're unsure which is the file in question, download each file by clicking the filename and open it in your computer's file manager to check.
- Find the file you want to delete and click the Delete button beside it.
- Once confirmed, the deleted file will be removed from the list.

Summary of the uploaded statutory declaration		
Beverage_Supplier_Statutory_Declaration_(11).pdf	30-May-2024 01:48 PM	 <input type="button" value="delete"/>
Beverage.Supplier.Statutory.Declaration.pdf	20-May-2024 04:09 PM	 <input type="button" value="delete"/>
No data		

FAQ: How can I share supporting documents requested by the approver?

Sharing supporting documentation can be done through the Upload Statutory Declaration page. Please follow the steps to upload a document:

- 1 Choose a file by dragging it to this upload area or clicking it to open your computer's file manager
- 2 Once a file's chosen, don't forget to click the Upload button once it's enabled. Make sure the filename is descriptive to make it easy to find
- 3 When the upload is successful, validate that the file is part of the summary
- 4 Click Submit to move the submission back to Signed to trigger the review again with the approver

The screenshot shows a web interface for uploading a statutory declaration. At the top, the breadcrumb is 'Home → First Supplier → Annual Statutory Declaration'. The page title is 'Annual Statutory Declaration' and the financial year is 'Jul 2023 - Jun 2024'. The status is 'Awaiting Signature'. The page has tabs for 'Home', 'Details', 'Update Sales Volumes', 'Generate Statutory Declaration', and 'Upload Signed Statutory Declaration'. The main content area is titled 'Statutory Declaration' and includes a 'Last date for annual statutory declaration submission : 15-Oct-2024'. There is a large dashed box for file upload with an upward arrow icon and the text 'Click or drag a file to this area and then start the upload'. Below this, it says 'Max file size to upload : upto 10 MB' and 'Supported file types : pdf, doc, docx, jpg, jpeg, xls, xlsx, email'. An 'Upload' button is present. Below the upload area is a 'Summary of the uploaded statutory declaration' table with one entry: 'Stat Dec v1.pdf' uploaded on '02-Aug-2024 02:16 PM' with a 'delete' button. At the bottom, there are 'Back' and 'Submit' buttons.

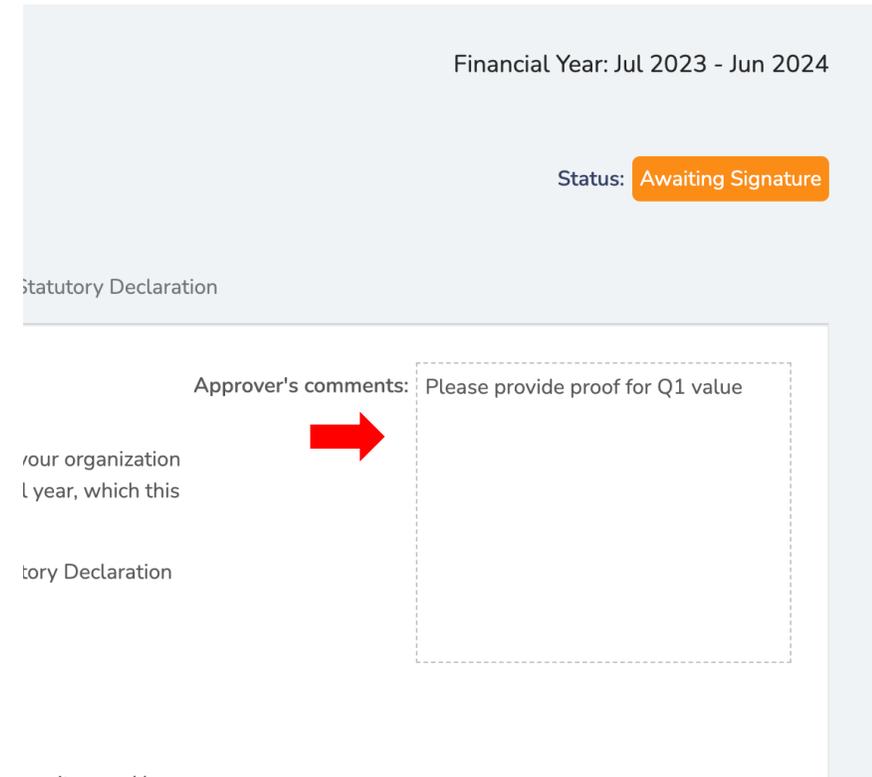
FAQ: How can I provide more information requested by the approver?

An approver may ask for more information about the submission. Review the requested information through the approver's comments found on the Home page.

In general, one of the three actions below are expected. Please refer to the accompanying references on this manual for help in accomplishing it:

Action	Reference
Update to signatory details	Click here
Update to final sales volumes	Click here
Request for additional document	Click here

Should the scheme coordinator request for information that isn't one of the options above, feel free to contact them directly



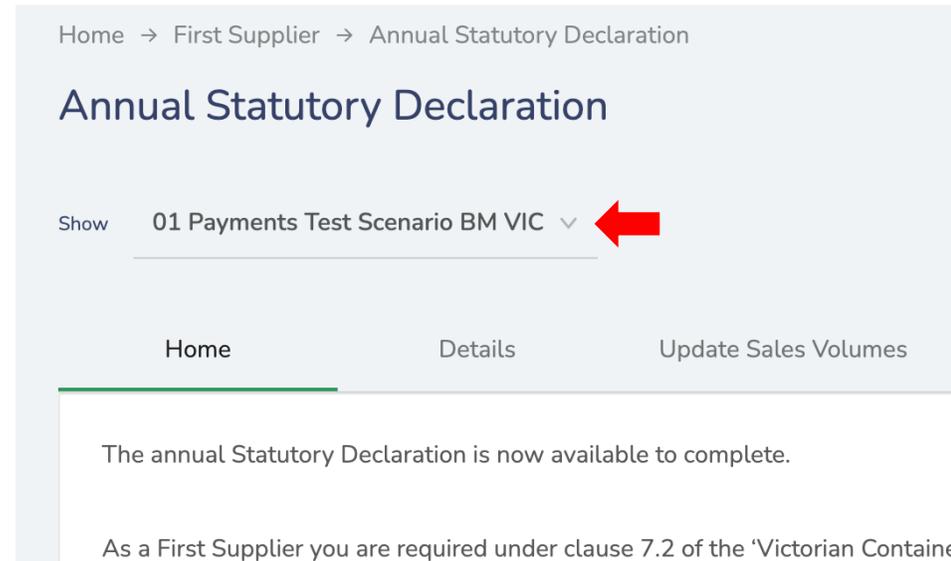
FAQ: The approver has approved my submission. What's next?

Congratulations! There's nothing more for you to do for this first supplier.

If you have access, you may choose to process statutory declaration for other sites and first suppliers by going to the Annual Statutory

Declaration home page and choosing clicking on the site's name on the top left of the screen

Please expect the approved adjustments to appear on the next billing cycle





**Circular
Economy
Systems**

Thank you!