



## Financial and Credentials Information Form

### Purpose of this form

The purpose of this form is to obtain information in order to assess, in the opinion of the Department of Education, Skills and Employment ("the Department"), your entity's credentials and financial viability. This process is used to minimise risk to the Commonwealth. The process is not used to measure the profitability of your entity or its potential for success or to conduct personal consumer credit history checks on your entity's relevant personnel. This forms part of the Department's response to the *Public Governance, Performance and Accountability Act 2013*, which requires that the Department spend public money in an efficient, effective, economical and ethical way. All entities are required to complete this form to ensure that all tenderers or applicants are treated consistently.

If a risk is identified in regards to your entity, or requested information is not provided, the Department may either take the viability risk into account in assessing the application or tender and propose alternate contractual terms to mitigate the financial risk to the Department or reject an application or tender submission on that basis. The Department's assessment and decision in relation to your entity is final.

### Privacy

The Department, its contractors and agents are bound by the Australian Privacy Principles (APPs) contained in Schedule 1 of the *Privacy Act 1988*. Further information about the APPs is available on the Office of the Australian Information Commissioner (OAIC) website at [www.oaic.gov.au](http://www.oaic.gov.au)

For information on the Department's privacy policy, including information on how the Department handles personal information, how you can access or correct personal information, or how to make a complaint, can be found at <http://dese.gov.au/privacy> or you may request a copy from [privacy@dese.gov.au](mailto:privacy@dese.gov.au)

The personal information collected on this form is the minimum information required to correctly identify relevant persons when completing checks in relation to the credentials and financial viability assessment for your entity.

Please note that this form requires you to authorise the Department to use the personal information collected to undertake certain checks.

**Please also note that checks do not involve obtaining non-public information in regards to a relevant person's personal financial history or any personal matter not relevant to the application or tender or other purpose for which this information has been gathered.**

Personal information, where requested, is done so, to the extent of the request, to allow the Department to confirm that individuals associated with an entity are current office holders, authorised representatives, owners, trustees, beneficiaries, unit or shareholders or any other relevant person.

This is used to verify that the Department is appropriately dealing with persons authorised to do so on behalf of the entity and to also confirm the legal structure and ownership of entities who may provide services to or seeking funding from the Department. The information also identifies appropriate authorised persons from whom the Department may seek clarification of information supplied.

The information requested in section 16 on tab 'Page 9' allows the Department to determine possible risks if relevant persons have been involved in events that could impact on the financial management of the entity.

Personal balance sheets are only requested where the financial position of the entity is supported wholly or in part by natural persons.

By completing this form you warrant (at section 19 on tab 'Page 12') that your entity's contact persons detailed at section 2, trust beneficiaries detailed at section 6, accountant detailed at section 8 and the relevant persons detailed at section 16, are aware of the personal information being collected by the Department, the purpose of collection, how the Department will use that information and whom the Department may disclose the information, as well as the details specified about the Department's Privacy Policy and have given their informed consent.

### Instructions for completing this form

Complete each section of this form as it is applicable to your entity. The onus is on you to satisfy the Department of the financial viability and credential standing of your entity. Please read this form carefully, particularly page 2 in regards to previous disclosure, and ensure that all required and relevant information is supplied. Financial statements must be the most recent and relate to the entity that is proposed to be the contracting entity.

### Returning the completed form

Upon completion of this form the saved Microsoft Excel file should be returned to the Department electronically.

The file format of the returned form should be in the original format as obtained from the Department (.xls).

A signed copy of the *Authorisation to undertake Credentials Assessment* must be provided to the Department with the returned form (see section 19 on tab 'Page 12').

The signed copy of the *Authorisation to undertake Credentials Assessment*, and other 'attachment' documents requested in this form, should be scanned at a resolution of not less than 150 dpi (200 dpi recommended) and saved in JPEG, TIFF, PNG or PDF file format. (PDF file format recommended). Attachments may also be submitted in Microsoft Office compatible file formats (XLS,CSV,DOC,RFT).

Please verify the legibility and completeness of scanned documents prior to submitting your forms.