



# MAiC forms fact sheet

## Substitute signatory

April 2022

### How can this form be signed?

This form needs to be printed, and the person making the claim\* must sign the printed form in the presence of an *eligible witness*.

### Who can be a substitute signatory?

This form includes an option for the person making a claim\* to have a substitute signatory sign for them. This may be necessary if the person making the claim\* is unable to physically sign the form. This person is called a 'substitute signatory'.

A substitute signatory is a person directed by the person making the claim\* to sign this form. The substitute signatory is not an agent, does not become the claimant in the claim, and is not responsible for the completeness or accuracy of the information the person making the claim has provided in the form.

Any adult with legal capacity can sign this form as a substitute signatory, unless they are:

- a person who is another party to the claim, or a relation of a person who is another party to the claim;
- the person who is a witness to the declaration; or
- a person excluded under any other law from signing the document as a substitute signatory.

An *eligible witness* must observe the substitute signatory signing the form for the person making the claim.

\* The person making the claim includes the injured person or a person who is making the claim on behalf of an injured person who is under a legal incapacity.