MAIC Motor Accident Insurance Commission

Information sheet
Substitute signatory

March 2026

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*.

Asking someone else to sign for you

This form includes an option for the person making a claim* to have another person 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'.

What a substitute signatory does

A substitute signatory is a person directed by the person making the claim* to sign this form. Their role is simply to sign the document for you. 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.

The statutory declaration is made in your name. This means you must declare that the contents of the statutory declaration are true to the best of your knowledge and belief. The substitute signatory cannot do this for you.

When to sign

You can only direct someone to sign the statutory declaration for you when you both meet with your witness – not before.

Both you and the substitute signatory must meet with the witness at the same time to make the document. At the meeting, the witness must observe you directing the substitute signatory to sign for you.

They must be satisfied that you are freely and voluntarily:

- making the statutory declaration
- directing the substitute signatory to sign for you.

Who can be a substitute signatory

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

- a person who is another party to the CTP claim, or
- a relative of a person who is another party to the CTP claim; or
- the person who witnesses the statutory declaration.

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

For information on the signing and witnessing requirements including where a substitute signatory signs the form for the person making the claim, refer to the **MAIC information sheet: physical signing and witnessing**.

* 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.

Visit: www.maic.qld.gov.au
Phone: 1800 287 753
Email: maic@maic.qld.gov.au

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MAIC_IS002_V2_20260306