



**MODERN SLAVERY ACT SUPPLEMENTARY GUIDANCE: REPORTING ENTITIES SIGNATURE OF A RESPONSIBLE MEMBER**

*Statements that do not meet approval and signature requirements of the Modern Slavery Act 2018 (the Act) will not be published to the Online Register for Modern Slavery Statements*

| WHAT DOES THE MODERN SLAVERY ACT REQUIRE?   | HYPOTHETICAL EXAMPLES OF A GOOD PRACTICE RESPONSE   | HYPOTHETICAL EXAMPLES OF A COMPLIANT RESPONSE  | HYPOTHETICAL EXAMPLES OF A NON-COMPLIANT RESPONSE  |
|---|---|--|--|
| <p> Section 13 of the Act requires statements given by single reporting entities to be signed by a responsible member of the reporting entity. Section 14 of the Act sets out the same requirement for joint statements.</p> <p>A <b>responsible member</b> is a decision-making member of the reporting entity. Where a reporting entity has a principal governing body, the responsible member will be a member of that body.</p> <p> It is important to ensure that approval from a responsible member shows that individual has the authority to approve the statement and includes:</p> <ol style="list-style-type: none"> <li>The approver's name</li> <li>The approver's title or position (e.g. CEO, Director, member of the board)</li> <li>A copy of their signature or wording to explicitly show their approval of the statement.</li> </ol> <p>Entities should ensure the approval of a responsible member is included in the statement and not in an external document. If the signature is in a separate document it is unclear whether the approval is for the modern slavery statement or the external document.</p> <p>A statement cannot be signed by individuals' who do not meet the definition of a responsible member.</p> | <p><b>Example 1 - Company:</b><br/>This statement is signed by Jane Doe in her role as the managing director of Unicorn Pharmaceuticals on 21 November 2020.</p> <p><i>Jane Doe<br/>Managing Director of Unicorn Pharmaceuticals<br/>21 November 2020</i></p> <p><b>Example 2 - Partnership:</b><br/>This statement was approved by all partners of FellCo Confectionary on 12 September 2020 and is signed by Jane Doe, General Partner.</p> <p><i>Jane Doe<br/>General Partner for Fellco Confectionary<br/>12 September 2020</i></p> <p><b>Example 3 - Entity managed by a Senior Officer Outside Australia:</b><br/>This statement was approved by Senior Officer Outside Australia, John Smith in his role as principal governing body and responsible member of Grey Bank on 21 November 2020.</p> <p><i>John Smith<br/>Senior Officer Outside Australia for Grey Bank 24 November 2020</i></p> <p><b>Example 4 - Entity managed by a Sole Director:</b><br/>This statement was approved and signed by Jane Doe as the Sole Director and principal governing body of Simple Building Co.</p> <p><i>Jane Doe<br/>Sole Director of Simple Building Co<br/>11 September 2020</i></p> <p><b>Example 5 - Entity managed by a Trust:</b><br/>This statement was approved and signed by Jane Doe as the Trustee for Simple Building Co.</p> <p><i>Jane Doe<br/>Trustee<br/>11 September 2020</i></p> <p><b>Example 6 - Entity managed by a University Council:</b><br/>This statement was approved by the University Council and signed by Chancellor John Smith.</p> <p><i>John Smith<br/>Australia University Chancellor<br/>11 September 2020</i></p> | <p><b>Example 1 - Company:</b><br/><i>(Signature)<br/>Jane Doe<br/>Managing Director of Unicorn Pharmaceuticals</i></p> <p><b>Example 2 - Partnership:</b><br/><i>(Signature)<br/>Jane Doe<br/>Partner</i></p> <p><b>Example 3 - Entity managed by a Senior Officer Outside Australia:</b><br/><i>(Signature)<br/>John Smith<br/>Senior Officer Outside Australia</i></p> <p><b>Example 4 - Entity managed by a Sole Director:</b><br/><i>(Signature)<br/>Jane Doe<br/>Sole Director</i></p> <p><b>Example 5 – Entity managed by a Trust:</b><br/><i>(Signature)<br/>Jane Doe<br/>Trustee</i></p> <p><b>Example 6 - Entity managed by a University Council:</b><br/><i>(Signature)<br/>John Smith<br/>Chancellor</i></p> | <p><b>Example 1:</b><br/><i>(Signature)<br/>Jane Doe</i></p> <p><b>Example 2:</b><br/><i>(Signature)<br/>Jane Doe<br/>Procurement Officer</i></p> <p><b>Example 3:</b><br/><i>(Signature)<br/>Jane Doe<br/>Risk Officer</i></p> <p><b>Example 4:</b><br/><i>(Signature)<br/>Jane Doe<br/>Authorised Officer</i></p> <p><b>Example 5:</b><br/><i>(Signature)<br/>Jane Doe<br/>General Counsel (*if not a member of the board)</i></p> <p><b>Example 6:</b><br/><i>(Signature)<br/>Chief Executive Officer</i></p> |

SIGNATURE OF A RESPONSIBLE MEMBER: Reporting entities signature of responsible person

*The information in this guidance is not legal advice. This supplementary guidance was developed to demonstrate examples towards good practice, compliant and non-compliant responses for signature of responsible member of reporting entity. For further information, please contact [slavery\\_consultations@ag.gov.au](mailto:slavery_consultations@ag.gov.au).*