

## OPTIONAL RECORD KEEPING TEMPLATE FOR CRITERION 2

**This template is provided for your guidance and use if desired. It is not a requirement.**

Complete the Vehicle Details table below.

Vehicle Details	
Make	
Model	
VIN	
Engine No.	
Registration No.	

Complete the declaration below by ticking the appropriate boxes, inserting the program details and attaching a copy of the certificate or similar record demonstrating membership of an accredited audited maintenance program covering the period of the claim.

<p>This vehicle is part of an accredited audited maintenance program endorsed by the Secretary of the Department of Transport and Regional Services:</p> <p style="text-align: right;"><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>The name of the program is:</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>A copy of the certificate demonstrating membership of this program for the period of the claim is attached:</p> <p style="text-align: right;"><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>
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