[Company name]

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Affidavit

A sworn statement of facts, signed by the person making the statement and attested before a person authorised to take oaths in [Jurisdiction]. General wording only, not legal advice: check that it fits your situation and seek legal advice in [Jurisdiction] before signing or relying on it.

1. Important notice. The format and attestation requirements for an affidavit vary by jurisdiction. Confirm the requirements in [Jurisdiction] before signing, including who may take the oath, what identification must be shown, and whether a seal, stamp or registration is required.

2. Affiant details. This affidavit is made by [Full legal name of the affiant], born [Date of birth of the affiant], of [Address of the affiant], occupation [Occupation of the affiant], ID [Type and number of the identification document of the affiant], contact [Contact details of the affiant]. Dated [Date of this affidavit], at [Place where this affidavit is made], in [Jurisdiction], for [Matter or purpose of this affidavit].

3. Statement of facts. I, [Full legal name of the affiant], of [Address of the affiant], solemnly declare and affirm as follows:
1. My full name is [Full legal name of the affiant] and my address is [Address of the affiant].
2. My date of birth is [Date of birth of the affiant] and my occupation is [Occupation of the affiant].
3. [State the first fact clearly, with the date, place, and any other relevant detail].
4. [State the second fact clearly, with the date, place, and any other relevant detail].
5. [State the third fact clearly, with the date, place, and any other relevant detail].
6. [State the fourth fact clearly, with the date, place, and any other relevant detail].
7. [State any further fact, or delete this paragraph if no further fact is needed].
8. The facts above are within my personal knowledge, except where a fact is stated to be based on information or belief, in which case I state the source or reason as follows: [Source of the information or reason for the belief].

4. Declaration of truth. I declare that the facts in this affidavit are true and correct to the best of my knowledge and belief. I understand that making a false statement in a sworn affidavit may have legal consequences in [Jurisdiction].

5. Signature of the affiant. Signature _____ Name [Full legal name of the affiant] Date [Date of signing] Place [Place of signing].
6. Jurat: sworn or affirmed before. Sworn (or affirmed) before me at [Place] on [Date] by [Full legal name of the affiant], personally known to me or proved by [Type of identification shown]. The affiant signed in my presence, and I explained the contents to the affiant before signing, where required in [Jurisdiction].
Officer taking the oath: Signature _____ Name [Full name of the officer taking the oath] Title [Title or office of the officer taking the oath] No. [Registration or licence number of the officer taking the oath] Address [Address of the officer taking the oath] Date [Date] Place [Place] Seal [Official seal or stamp, if required in the jurisdiction].
7. Witness (if required in [Jurisdiction]). If a witness is required, the witness below signs to confirm the affiant signed in the presence of the witness and the officer in clause 6. Witness: Signature _____ Name [Full name of the witness] Address [Address of the witness] Date [Date of signing].