

Appointment of an Authorised Representative



As an account holder, you may want a family member, friend or associate to deal with us on your behalf as your authorised representative. Please complete the form below to add an authorised representative.

When you appoint an authorised representative you give that person the authority to deal with us on your behalf as your agent. You can specify limits on your authorised representative's rights, but unless you do specify limits your authorised representative will have full power to act and access information as if they were you. This includes making complaints, changing account details or terminating a contract. Please be aware that as the account holder you retain full responsibility for the account and you are responsible for the actions of your authorised representative.

Only account holders can appoint an authorised representative. You can appoint up to 3 authorised representatives. If you wish to appoint more than one authorised representative, please complete 1 authorised representative form for each person you wish to appoint.

The appointment of an authorised representative continues until you revoke the appointment in writing.

For your security we require you to submit the completed authorised representative form to us as a signed original and witnessed by one of the following persons below:

- A Justice of the Peace;
- An accountant who is a member of the Australian Institute of Chartered Accountants, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership;
- A solicitor or barrister;
- A police officer;
- An agent in charge of, or a permanent employee (with 2 or more years of continuous service) of an Australia Post outlet;
- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having 2 or more continuous years of service with one or more licensees;
- A dentist;
- A pharmacist;
- A medical practitioner;
- A chiropractor or a physiotherapist.

If your circumstances mean that this is difficult for you, please contact us on 1300 420 354 or support@ncts.com.au and we will work with you to find an alternative way of appointing an authorised representative.

1300 420 354

support@ncts.com.au
www.ncts.com.au

Appointment of an Authorised Representative



Appointment of Authorised Representative

Your details:

Account number: [located on your NCTS bill]

Click or tap here to enter text.

Account holder's full name:

Click or tap here to enter text.

"I wish to appoint the following person as my Authorised Representative":

Authorised Representative's full name:

Click or tap here to enter text.

Authorised Representative's telephone number:

Click or tap here to enter text.

Authorised Representative's email address (if applicable):

Click or tap here to enter text.

Authorised Representative's physical address:

Click or tap here to enter text.

Limitations of the authorised representative's rights.

Specify anything that your Authorised Representative should not be allowed to do on your behalf. If left blank, the Authorised Representative has the power to act as if they were you:

Click or tap here to enter text.

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Appointment of an Authorised Representative



Appointment declaration:

"I, [Click or tap here to enter text.](#), authorise North Coast Telephone Systems to deal with the above person as my Authorised Representative. I acknowledge that I am responsible for all acts of my Authorised Representative within the authority as described in this Appointment. North Coast Telephone Systems may assume that it is dealing with the Authorised Representative if they identify themselves as such when contacted at any of the contact numbers/addresses above. This Appointment continues until I revoke it in writing."

Signature:

Place and date:

[Click or tap here to enter text.](#)

[Click or tap to enter a date.](#)

Account holder's signature:

Account holder full name:

[Click or tap here to enter text.](#)

Witness's declaration and signature:

"I confirm that the person signing above (account holder) has produced evidence of their identity."

Place and date:

[Click or tap here to enter text.](#)

[Click or tap to enter a date.](#)

Witness's signature:

Witness's full name:

[Click or tap here to enter text.](#)

Witness's capacity (JP, police officer etc.) and address:

[Click or tap here to enter text.](#)

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