

Authorising a person or organisation to enquire or act on your behalf

Purpose of this form

To arrange for another person or organisation to enquire or act on your behalf when dealing with the Australian Government Department of Human Services about Centrelink payments and services.

The arrangements you can make are for a:

- Person permitted to enquire this arrangement authorises a person or organisation to make limited enquiries only on your behalf
- Correspondence nominee this arrangement authorises a person or organisation to receive copies of your Centrelink mail and to enquire, act and make changes on your behalf
- Payment nominee this arrangement authorises a person or organisation to receive your payments on your behalf
- **BOTH payment and correspondence nominee** this arrangement authorises a person or organisation to enquire, act and make changes AND receive your payments on your behalf.

If you or your nominee are subject to **Income Management** you should contact us on **1800 132 594** to discuss before lodging this form.

How many arrangements can you authorise on this form?

Only **one** person or organisation can be authorised on this form.

You can only have one correspondence nominee and one payment nominee, however, they do not have to be the same person or organisation. You cannot nominate a person to act or receive payments on your behalf if that person has a Centrelink nominee arrangement in place.

If you wish to arrange to have a different correspondence nominee to your payment nominee, you will need to complete a separate form for each.

If you want to change your nominee you will need to cancel that arrangement and complete a new form.

IMPORTANT: Authorising a person or organisation to enquire, act on your behalf or receive your payment does not take away your right to deal with us about your Centrelink business. This authorisation can be cancelled or changed at any time, unless it is a court appointed arrangement.

Filling in this form

- Please use black or blue pen.
- Print in BLOCK LETTERS.
- Mark boxes like this

 with a

 or

 x.
- Where you see a box like this **Go to 5** skip to the question number shown. You do not need to answer the questions in between.

Returning your form

Check that all required questions are answered and that the form is signed and dated.

This form and all additional documents including identity documents for your nominee, are to be returned to one of our service centres. If your nominee is an organisation, identity documents are not required.

Person permitted to enquire

A **person permitted to enquire** can be a partner, a friend, a family member, a professional, an organisation or a combination depending on the type of enquiry. Some examples of professionals and organisations are accountants, financial advisers, social workers, doctors, etc. This list is not limited. You can change this arrangement at any time.

Continued over the page

Please keep these Notes (pages 1 to 4) for your information.

What type of access can the person permitted to enquire have

It is your responsibility to make sure that the person you have given authority to make enquiries on your behalf is aware of what you are allowing them to enquire about, and any limitation you may place on this authority. We can provide information that is necessary to satisfy the enquiry and no more.

The extent of information we can provide to a person permitted to enquire may include the current rate of your Centrelink payment, cancellation or rejection reasons to your payment, factors affecting your payment for example assets and income, overpayment and arrears information.

If we have any doubt about the person's authority to make an enquiry on your behalf, the enquiry will not be answered until clarification is obtained from you.

Nominee obligations and responsibilities

Correspondence nominee

A correspondence nominee can act on your behalf and is authorised to deal with us on all Centrelink matters (except payment destination). These include:

- · making changes to your information
- · enquiring on your behalf
- · completing Centrelink forms/applications on your behalf
- · receiving copies of your Centrelink mail
- attending Centrelink appointments with you or on your behalf (if appropriate).

A correspondence nominee is required to:

- advise us of any changes in your circumstances within 14 days (28 days if outside Australia)
- respond to notices if required to do so, including reporting notifiable events and must be aware that failure to respond to a notice means that you have failed to meet your obligations
- · act in your best interests
- · advise us of any changes that may affect their ongoing ability as a nominee.

Payment nominee

A payment nominee will receive your Centrelink payments and make sure:

- payments are used exclusively for your benefit
- records of payments received and the money he/she spends on your behalf are kept. We can
 review the arrangement from time to time and request the nominee to provide this information.
 Penalties may apply if the information is not provided
- · they act in your best interests
- we are advised of any changes that may affect their ongoing ability as a nominee.

A payment nominee may be given relevant information by us if there are issues with your payment.

If you receive more money from us than you are entitled to, you will be required to repay this money. Your nominee is not required to repay your Centrelink debt on your behalf.

Online Services

Nominees can register for Online Services to access Centrelink services online.

Our Online Services provides a secure and convenient way to do Centrelink business through the internet, using Customer Online Services or Business Online Services. Through these services your nominee can:

- view and update your personal and payment related information
- request and print a document, such as an Income Statement or Payment Summary
- · apply for an Advance Payment on your behalf
- · update your contact details
- report your employment income
- view your payment history
- · receive and view your letters
- · receive an email or SMS notification that a new online letter has been sent.

Privacy and your personal information

Your personal information is protected by law, including the *Privacy Act 1988*, and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy at **humanservices.gov.au/privacy** or by requesting a copy from the department.

For more information for customers inside Australia

Go online **humanservices.gov.au** or call us or visit one of our service centres.

132 717

Seniors	132 300	International Services	131 673
Employment Services	132 850	Information in other languages	131 202
Youth and Students	132 490	Indigenous Services	136 380
Families	136 150		

To speak to us in a language other than English call 131 202.

Note: Call charges apply – calls from mobile phones may be charged at a higher rate.

If you have a hearing or speech impairment

TTY service Freecall™ **1800 810 586**. A TTY phone is required to use this service.

Interpreters and translations

If you need an **interpreter** or **translation** of any documents for our business, we can arrange this for you free of charge.

For more information for customers outside Australia

If you want another person to act on your behalf when dealing with Centrelink and/or to receive your Centrelink payments while you are outside Australia, you will need to complete this form and return it to:

Department of Human Services International Services PO Box 7809 CANBERRA BC ACT 2610 AUSTRALIA

Disability and Carers

Fax number (+61 3) 6222 2799

If you need help with this form, please call International Services between 8.00 am to 5.00 pm Australian Eastern Standard Time, Monday to Friday.

If you live in one of the following countries, you can call us direct (free of charge). This service may not be available from all locations in your country.

From Austria	0800 295 165	From New Zealand	0800 441 248
From Canada	1888 2557 493	From The Philippines	1800 1611 0046
From China (North)*	10 800 6100 427	From Poland	00800 6111 220
From China (South)*	10 800 2611 309	From Portugal	800 861 122
From Denmark	8088 3556	From Singapore	800 6167 015
From Germany	0800 1802 482	From Spain	900 951 547
From Greece	0080 0611 26209	From Thailand	001 800 611 4136
From India	000 800 61 01098	From Turkey	00 800 6190 5703
From Indonesia	001 803 61 035	From The United Kingdom	0800 1695 865
From Italy	800 781 977	From The United States	
From Korea Republic	003 081 32326	of America	1866 3433 086
From The Netherlands	0800 0224 364	From United Arab Emirates	800061 04319

If you do not live in one of these countries or you are not able to contact us on the relevant number above, please call **(+61 3) 6222 3455**. You may reverse the charge by asking your local telephone operator if this service is offered by your local telephone provider. Alternatively, you may leave a message with our answering service outside business hours and we will return your call.

If you cannot call International Services, you can contact us by post or fax.

IMPORTANT INFORMATION: If there are any allegations of misuse of the nominee arrangement, call us on the above numbers.

^{*} China (North) is the provinces of Beijing, Tianjin, Hebei, Shanxi, Inner Mongolia, Heilongjiang, Liaoning, Jilin, Shandong and Henan. All other provinces are considered to be China (South) for this purpose.

Information in other languages

English

To speak to us in a language other than English, call **131 202**. Call charges apply. Calls from mobile phones may be charged at a higher rate. Go to **humanservices.gov.au** and select the language button to find information in your language.

Arabic

للتحدّث إلينا باللغة العربيّة، اتّصل بالرقم 131 202. تنطبق رسوم على المكالمات الجراة من الهواتف المكالمات الجراة من الهواتف النقالة. اذهب إلى الموقع humanservices.gov.au واختر زر اللغة للعثور على معلومات بلغتك.

Assyrian

ᾶς ἡσεραλς Αμή σεξείς Ιλοδείς, αες τασό Δωλλεό, αυτίς 202 ÎΕΒ. 1. Α Βοδείς ας αδιλάς, αθικές ας φιλιβός ακροδείς (αρθείνα) αρακη ξαεν τοπ ξοξί. Εποπός ας humanservices.gov.au εμέτς ας φτεξικάς εποςλιράς πιζείς εγτορός.

Chinese

您可以撥打電話131 202 · 使用中文與我們交談。致電該號碼需付費。如使用移動電話致電·則收費可能會較高。訪問humanservices.gov.au網站·點擊語言鏈接後可獲取用您的語言編寫的資訊。

Croatian

Da biste s nama razgovarali na hrvatskom, nazovite **131 202**. Poziv se naplaćuje. Pozivi s mobitela se mogu naplaćivati po višoj tarifi. Za informacije na svom jeziku, posjetite **humanservices.gov.au** i izaberite tipku za strane jezike.

Farsi

برای اینکه با ما به زبان فارسی صحبت کنید. به شماره **202 131** تلفن بزنید. تلفن زدن برایتان هزینه خواهد داشت و از گوشیهای همراه *ب*کن است هزینه بیشتری داشته باشد. برای دریافت اطلاعات به زبان خودتان از وب سایت humanservices.gov.au دیدن کرده و روی دکمه زبان کلیک کنید.

Greek

Για να μιλήσετε μαζί μας στα Ελληνικά, καλέστε 131 202. Ισχύουν τηλεφωνικές χρεώσεις. Για τις κλήσεις από κινητά τηλέφωνα ενδεχομένως να ισχύουν υψηλότερες χρεώσεις. Επισκεφθείτε την ιστοσελίδα humanservices.gov.au και επιλέξτε το κουμπί γλώσσας για να βρείτε πληροφορίες στη γλώσσα σας.

Italian

Per parlare con noi in italiano, chiamate il numero **131 202**. Vigono tariffe di chiamata. Le chiamate da telefoni cellulari possono essere soggette a tariffe superiori. Visitate il sito **humanservices.gov.au** e selezionate il comando delle lingue per trovare informazioni nella vostra lingua.

Khmer

ដើម្បីនិយាយជាមួយយើងខ្ញុំជាកាសាខ្មែរ សូមទូរស័ព្ទទៅលេខ **131 202**។ គិតថ្លៃទូរស័ព្ទ។ ការប្រើទូរស័ព្ទដៃ អាចអស់ថ្លៃច្រើនជាងធម្មតា។ សូមបើកមើលវ៉ៃបសាយថ៍ humanservices.gov.au ហើយចុចយក ប្រអប់កាសា ដើម្បីទទូលព័ត៌មានជាកាសាលោកអ្នក។

Korear

한국어로 문의하시려면 131 202번을 이용하십시오. 통화요금이 부과됩니다. 휴대전화로 통화하시는 경우 추가 요금이 부과될 수 있습니다. humanservices.gov.au를 방문하여 언어 버튼을 누르면 한국어로 된 정보를 찾아 보실 수 있습니다.

Macedonian

За да зборувате со нас на македонски јавете се на **131 202**. Повикот се наплатува. Повиците од мобилни телефони може да се наплаќаат по повисока стапка. Одете на **humanservices.gov.au** и одберете го името на јазикот за да најдете информации на вашиот јазик.

Serbian

Да бисте разговарали са нама на српском, назовите **131 202**. Позиви се наплаћују. Позиви са мобилних телефона могу да се наплате по вишој тарифи. Погледајте **humanservices.gov.au** и притисните дугме за ваш језик да бисте нашли информације на вашем језику.

Spanish

Para hablar con nosotros en español, llame al **131 202**. Llamada tarifada. Llamadas desde teléfonos móviles pueden estar sujetas a cargos adicionales. Visite **humanservices.gov.au** y seleccione el botón de idioma para encontrar información en su lengua.

Turkish

Bizimle Türkçe konuşmak için 131 202 numaralı telefonu arayınız. Aramalar ücretlidir. Cep telefonlarından yapılan aramalar daha yüksek bir ücrete tabi olabilirler. Kendi lisanınızda bilgi bulabilmek için humanservices.gov.au internet sitesine girip ilgili lisanin düğmesine basiniz.

Vietnamese

Muốn nói chuyện với chúng tôi bằng tiếng Việt, xin gọi số 131 202. Các cuộc gọi sẽ bị tính cước phí. Gọi bằng điện thoại di động có thể bị tính theo giá cao hơn. Hãy vào trang mạng humanservices.gov.au và chọn nút ngôn ngữ để tìm thông tin bằng ngôn ngữ của quý vị.



centrelink

SS313.1507

Authorising a person or organisation to enquire or act on your behalf

1	Your name	10	Your nominated organisation's	details	
	Mr Mrs Miss Ms Other	Trading name of organisation			
	Family name		This is the name of the organ The contact person can be ide	isation, not the contact person. entified below.	
	First given name		NAISDA Limited		
		Business name of organisation			
	Second given name		NAISDA Dance College		
			Australian Business Number (A	ABN)	
2	Your date of birth		ABN is mandatory to access of	online services	
	/ /		1 9 - 1 7 7 - 9 3 7 - 2 0 6		
3	Your permanent address		Organisation Centrelink Reference Number		
			5 5 5 - 0 5 7	- 0 6 6 - V	
			Name of contact person		
	Postcode		Bronwyn Hodgekiss	1	
4	Your Centrelink payment type	11	What is their relationship to yo administrator, Public Trustee)?	u (e.g. father, sister, guardian,	
			Compliance Ma	nager	
5	Your Centrelink Reference Number		•		
		12	What are their contact details?		
			Street address		
6	6 Is this authorisation for a person or organisation? 31 Th		31 The Aveneue)	
	Tick ONE box only		Kariong		
	Authorise a PERSON Go to next question Authorise an ORGANISATION Go to 10		NSW	Postcode 2250	
	Authorise an originalisation ZZF do to 10		Postal address (if different to a	bove)	
7	Your authorised person's name		PO Box 7103		
	Mr Mrs Miss Ms Other		Kariong		
	Family name		NSW	Postcode 2250	
	First since page		Phone number	Fax number	
	First given name		(02) 4340 3100	(02) 4340 3160	
	Second given name		Email		
	Second given name		b.hodgekiss		
			@ naisda.com.au		
8	Your authorised person's date of birth		naiodaioonnad		
	/ /				
9	Your authorised person's Centrelink Reference Number Go to 11		CLK0SS31		

1 of 2

	Read the Notes if you are not sure about which arrangement you wish to make. If you want to authorise a different person for each arrangement, complete a separate form for each person . Person permitted to enquire Authorises a person to make an enquiry only on your behalf Correspondence nominee Authorises a person to enquire, act and make changes on your behalf		The person signing this form on behalf of be a nominee authorised on this form, appointed arrangement. Make sure you have read the Privacy	on this form, unless it is a court the Privacy and your personal	
			information on page 2 of the Notes. You will need to provide evidence of the customer's inability to sign if it is not a court appointed arrangement.		
	Payment nominee Authorises a person to receive your payments on your behalf Go to 14		Name of person signing on behalf of the customer		
	Authorises a person to enquire, act and make changes AND receive your payments on your behalf		Relationship to customer		
14	Give details of the nominee's account into which your Centrelink payments are to be paid		Address		
	Direct credit is available in most countries outside of Australia if required. (Refer to page 3 of the Notes for more detail.)				
	Name of bank, building society or credit union		Pos	tcode	
	Branch where your account is held		Contact phone number		
	Branch number (BSB)		Signature of the person signing		
	Account number (this may not be the card number)		on behalf of the customer	Date	
	Account held in the name(s) of				
15	What is the reason for making this arrangement? Voluntary Go to next question Power of Attorney Please attach supporting documents.		The nominee or person permitted to enq password to be used when contacting us. T have 4 to 12 letters or numbers. Please ren A U D I T I O N S Acceptance by nominee or person perm	he password needs to nember the password. itted to enquire	
16	How long do you want this arrangement to last? Indefinitely ▼ OR		IMPORTANT INFORMATION: Check to m personal and/or your organisation details Make sure you have read the Privacy and	are correct.	
17	From / / to / / Your authorisation – If you are unable to sign go to 18 Make sure you have read the Privacy and your personal information on page 2 of the Notes. I authorise the person named on this form to deal with Centrelink on my behalf according to the arrangements shown on this form. Your signature Date		 information on page 2 of the Notes. I declare that: I have read the Notes on page 2 and ure the responsibilities and obligations for which I am authorised. I declare and accept that: any personal information I am given arrangement is protected under Comm I agree to access, use or disclose the authorised by the person to whom the image appointment as a nominee or person 	the arrangement for access to under this onwealth legislation. information only as nformation relates.	
			may be revoked or suspended by the A Department of Human Services if I do responsibilities and obligations. Signature of the nominee or	ustralian Government not comply with my	
			person permitted to enquire	Date / /	

18 Third party authorisation

13 What is the arrangement you are authorising?