

# 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 696 283 or email [cservice@mytelcomate.com.au](mailto:cservice@mytelcomate.com.au) and we will work with you to find an alternative way of appointing an authorised representative.

PLEASE SEND THIS AUTHORISED REPRESENTATIVE FORM (FILLED AND SIGNED) TO:

MY TELCO MATE  
P.O. BOX 1390  
JOONDALUP DC WA 6919

OR

MY TELCO MATE  
email:  
[cservice@mytelcomate.com.au](mailto:cservice@mytelcomate.com.au)

OR

MY TELCO MATE  
fax:  
08 9402 9528

# 1300 696 283

[cservice@mytelcomate.com.au](mailto:cservice@mytelcomate.com.au)  
[www.mytelcomate.com.au](http://www.mytelcomate.com.au)

# Appointment of an Authorised Representative



## Appointment of Authorised Representative

### Your details:

Account number: YOU CAN FIND THIS ON THE TOP OF YOUR BILL

Account holder's full name:

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

Authorised Representative's full name:

Authorised Representative's telephone number:

Authorised Representative's email address (if applicable):

Authorised Representative's physical address:

### 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:

**1300 696 283**

[cservice@mytelcomate.com.au](mailto:cservice@mytelcomate.com.au)  
[www.mytelcomate.com.au](http://www.mytelcomate.com.au)

# Appointment of an Authorised Representative



## Appointment declaration:

"I, \_\_\_\_\_, authorise My Telco Mate 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. My Telco Mate 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:

/ /

Account holder's signature:

Account holder full name:

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## Witness's declaration and signature:

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

Place and date:

/ /

Witness's full name:

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

**1300 696 283**

[cservice@mytelcomate.com.au](mailto:cservice@mytelcomate.com.au)  
[www.mytelcomate.com.au](http://www.mytelcomate.com.au)