

Authorised contact registration form—Regional Broadband Scheme



Instructions for completion

This form allows organisations to nominate persons, including agents, as contacts authorised ('authorised contacts') to liaise on the organisation's behalf with the Australian Communications and Media Authority (ACMA) in relation to the specific services outlined on this form. The address provided in Section 2 of this form may also be used by the ACMA for the purpose of issuing statutory notices under the *Telecommunications Act 1997* and the *Telecommunications (Consumer Protection and Service Standards) Act 1999*. Contact details specified in this form will be taken to be authorised contact details for ALL persons, including licensees and licences listed in Section 2 of this form.

Please read the Section 5 privacy statement which outlines the purposes for which personal information is being collected in this form, and details how the personal information will be used and disclosed by the ACMA. By signing this form, you are providing consent to the ACMA to use and disclose the information in this form (including any personal information of authorised contacts and agents) for the purposes specified in the privacy statement.

It is important that the information the ACMA holds about you and your organisation is up to date. By signing this form, you agree that you will inform the ACMA when information you have provided has changed.

If you do not update the ACMA on any changes to your authorised contact details, the ACMA may not be able to provide you the appropriate product or service by keep you informed of your reporting obligations.

The ACMA notes it is the requesting officer's responsibility to ensure any new 'authorised contacts' are made aware that their information will be included this form and that authorised contacts understand the manner in which their personal information may be used or disclosed by the ACMA, including as set out in the Section 5 privacy statement.

Once you have completed this form please sign, scan and return it to RBS@acma.gov.au. For further information on this form, please contact the ACMA Revenue Assurance Team on (02) 6219 5355.

Section 1: Designated services

The services listed below (the 'designated services') are the services in relation to which the authorised contacts and agents named in this form are nominated to deal with the ACMA on behalf of the organisations listed in Section 2:

- Regional Broadband Scheme processes for telecommunications industry participants—for reporting and assessment requirements, and management of related payments including:
 - > submission of chargeable premises reporting in accordance with section 100 of the *Telecommunications (Consumer Protection and Service Standards) Act 1999*

Section 2: Telecommunications industry participants

If the information on this form relates to more than one licensed telecommunications carrier (licensee), please name all licensees (unless they have a different mailing address in which case, a separate form should be used for each licensee having a different mailing address)

Carrier Group Name:

Name of licensee(s)	Registered business /company name (if different to Name of licensee(s))	ABN/ACN (or international equivalent for overseas companies)	Licence No.

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Address for receiving notices

Telephone

Fax

Email

Section 3: Authorised Contact

Authorised contacts must be approved by one of the following: Chief Executive Officer, Chief Finance Officer, Company Secretary, Managing Director or equivalent officer for a licensee(s) (including a licensed carrier). Individuals in these roles can appoint authorised contacts to communicate with the ACMA and undertake the designated services specified in Section 1 of this form on behalf of the licensee(s) and in relation to the licences listed in Section 2.

Licensee(s) (including a licensed carrier) can appoint an agent to act on their behalf in a specified capacity in relation to the services nominated on this form. If an agent, please indicate by ticking the box 'agent'.

Authorised contact—Primary

Name	<input type="text"/>	Telephone	<input type="text"/>
Company	<input type="text"/>	Mobile	<input type="text"/>
Title/Department	<input type="text"/>	Fax	<input type="text"/>
ABN/ACN	<input type="text"/>	Email	<input type="text"/>
Agent	<input type="checkbox"/>		

Authorised contact—Secondary

Name	<input type="text"/>	Telephone	<input type="text"/>
Company	<input type="text"/>	Mobile	<input type="text"/>
Title/Department	<input type="text"/>	Fax	<input type="text"/>
ABN/ACN	<input type="text"/>	Email	<input type="text"/>
Agent	<input type="checkbox"/>		

Authorised contact—Secondary

Name	<input type="text"/>	Telephone	<input type="text"/>
Company	<input type="text"/>	Mobile	<input type="text"/>
Title/Department	<input type="text"/>	Fax	<input type="text"/>
ABN/ACN	<input type="text"/>	Email	<input type="text"/>
Agent	<input type="checkbox"/>		

Authorised contact—Secondary

Name	<input type="text"/>	Telephone	<input type="text"/>
Company	<input type="text"/>	Mobile	<input type="text"/>
Title/Department	<input type="text"/>	Fax	<input type="text"/>
ABN/ACN	<input type="text"/>	Email	<input type="text"/>
Agent	<input type="checkbox"/>		

Section 4: Certification of information in form

I, (enter name)

as the CFO/CEO/Company Secretary/Managing Director (identify as applicable)

of (enter name of organisation)

And, if there are other licensees listed in Section 2 of this form – as the authorised representative for those licensees;

HEREBY DECLARE THAT:

- > I have read and understood the Section 5 Privacy statement;
- > all the information provided in this form is complete and accurate
- > any agent named in this form can liaise with the ACMA and perform functions relating to their role and the designated services as advised in this form
- > the authorised contacts named in this form can liaise with the ACMA and perform functions relating to their role and the designated services as advised in this form
- > the address provided in Section 2 of this form can be used by the ACMA for the purpose of issuing statutory notices under the *Telecommunications Act 1997* and the *Telecommunications (Consumer Protection and Service Standards) Act 1999* to the licensee(s) listed in Section 2; and
- > I will inform the ACMA if any of the information contained in this form changes or requires updating.

Signature

Date

Section 5: Privacy statement

The *Privacy Act 1988* (Cth) (the Privacy Act) imposes obligations on the ACMA in relation to the collection, security, quality, access, use and disclosure of personal information. These obligations are detailed in the Australian Privacy Principles.

The ACMA may only collect personal information if it is reasonably necessary for, or directly related to, one or more of the ACMA's functions or activities.

The purpose for which the ACMA is collecting the personal information contained in this form is to assist the ACMA in the performance of its telecommunications regulatory functions. In particular, the information gathered in this form will be used:

- > to enable the ACMA to undertake its obligations to assess, collect and recover charges under Division 7 of Part 3 of the *Telecommunications (Consumer Protection and Service Standards) Act 1999*
- > to allow the ACMA to maintain a centralised Customer Relationship Management system for the secure storage of licensee information in relation to the designated services
- > to facilitate communications with the ACMA in order for licensees to meet their reporting and payment requirements in relation to the designated services
- > for the purposes of issuing statutory notices to licensees under the *Telecommunications Act 1997* and the *Telecommunications (Consumer Protection and Service Standards) Act 1999*.

The ACMA may from time to time disclose personal information contained in this form to the Department of Infrastructure, Transport, Regional Development and Communications in connection with the regional broadband scheme .

The ACMA will not use the information for any other purpose, nor will we disclose it, unless we have your consent or we are otherwise permitted to do so under the Privacy Act.

Further information on the Privacy Act and the ACMA's Privacy Policy is available at www.acma.gov.au/privacypolicy. The Privacy Policy contains details about how you may access personal information about you that is held by the ACMA and seek the correction of such information. It also explains how you may make a complaint about a breach of the Privacy Act and how the ACMA will deal with such a complaint.

Should you have any questions in this regard please contact the ACMA's privacy contact officer on 1800 226 667 or by email at privacy@acma.gov.au.