



**ENSA**

# Appointment of Advocate or Authorised Representative

Updated: 23 March 2020



Level 3 / 257 Collins St, Melbourne VIC 3000, Australia  
[ensa.net.au](http://ensa.net.au) | 1300 00 ENSA (3672)

If you wish to appoint an Advocate or Authorised Representative to deal with ENSA P/L on your behalf, please complete the form below.

**Please note:**

When you appoint an Advocate or Authorised Representative you are giving the person you appoint the authority to deal with us on your behalf as your agent. This means that the Advocate or Authorised Representative has the power to act and access information as if they were you. This includes making complaints, changing account details or terminating a contract. You can of course specify limitations of your Advocate or Authorised Representative's rights.

Please note that only account holders can appoint an Advocate or Authorised Representative. If you wish to appoint more than one Advocate or Authorised Representative, please complete one Advocate or Authorised Representative Form for each person you wish to appoint. You can appoint up to three Advocates or Authorised Representatives.

For security reasons we require you to submit the completed Advocate or 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.

Please contact us on 1300 00 ENSA (3672) if this proves too difficult or inconvenient for you, and we will work with you to find an alternative way of appointing an Advocate or Authorised Representative.



## Appointment of Advocate or Authorised Representative

### Your details:

Account number:

-----

Account holder's full name (note: you must be the account holder to appoint an Advocate or Authorised Representative):

-----

I wish to appoint the following person as my:

(Please select)

Advocate

or

Authorised Representative

### Your Advocate or Authorised Representative's details

Advocate or Authorised Representative's full name:

-----

Advocate or Authorised Representative's telephone number:

-----

Advocate or Authorised Representative's email address (if applicable):

-----

Advocate or Authorised Representative's physical address:

-----

Limitations of the Advocate or Authorised Representative's rights (Specify anything that your Advocate or Authorised Representative should NOT be allowed to do on your behalf. If left blank, the Advocate or Authorised Representative has the power to act as if they were you.):

-----

-----



**Appointment declaration:**

"I, \_\_\_\_\_, authorise ENSA P/L to deal with the above person as my Advocate or Authorised Representative. I acknowledge that I am responsible for all acts of my Advocate or Authorised Representative within the authority as described in this Appointment. ENSA P/L may assume that it is dealing with the Advocate or 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:

\_\_\_\_\_

**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 signature:

\_\_\_\_\_

Witness's full name:

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

