

Dear Customer,

If you wish to appoint an Advocate or Authorised Representative to deal with us on your behalf, please:

- carefully **read the important notes** below;
- carefully **complete the form** on the next page;
- take it, with some proof of your identity, to a witness as indicated next;
- **sign it** in the presence of a lawyer or doctor or pharmacist or Centrelink officer or member of police as **witness**; and
- **post it** to us at the address above.

Important notes:

1. An 'Advocate' whom you appoint can deal with us on your behalf (including making a complaint) but:
 - (a) cannot change your account or services; and
 - (b) cannot act on your behalf or access your information unless you are present and agree.
2. An 'Authorised Representative' whom you appoint can deal with us on your behalf as your agent (including making a complaint) and:
 - (a) if you give them limited rights: has only those rights including any limitations you specify on access to your information; and
 - (b) otherwise: has power to act and access information as if they are you.
3. If we are not clear whether you intend to appoint an Advocate or an Authorised Representative, we shall assume you only intend to appoint an Advocate.
4. We may also accept a person who holds an appropriate Power of Attorney or Guardianship Order as Advocate or Authorised Representative for a customer. Please forward a certified copy of the Power of Attorney or Guardianship Order together with this form (signed by the Attorney or Guardian for the customer). We may need to have the documents checked before we can accept the appointment.
5. To protect your privacy and security and to minimise the risk of fraud, our normal requirement is that this Appointment be submitted by post as a signed original, witnessed by a lawyer or doctor or pharmacist or Centrelink officer or member of police. If this is too difficult or inconvenient for you, please call our Customer Service team and we will talk with you about an alternative way to accept the Appointment while protecting your interests.



Suite 5, 26-28 Verdun Drive
Narre Warren VIC 3805

Appointment of Advocate or Authorised Representative

Date:

.....

To: Ace Communications Group Pty Ltd

My account type/s (tick):

Landline Mobile Internet

My account ID:

.....

Telephone number / internet username / account number

Account holder name:

.....

Note: This **must** be the actual account holder.

I wish to appoint (tick):

an **Advocate** **OR** an **Authorised Representative**

The person I appoint is:

.....

Their email address is:

.....

Their landline number is:

.....

Their mobile number is:

.....

Their physical address is:

.....

Limitation/s on authority of
Authorised Representative:

(Complete if applicable)

My appointment and
authority:

I authorise you to deal with the above person as my Advocate or Authorised Representative (as applicable). I acknowledge responsibility for anything my Advocate or Authorised Representative does on my behalf within their authority as described in this Appointment. I release you from any claim I might otherwise have against you, based on anything you do in reasonable reliance on this Appointment. You may assume that you are dealing with the relevant person if they identify themselves as such when you contact any of the contact numbers / addresses above. The appointment continues until I revoke it in writing.

My signature:

.....

Signature of witness:

.....

Name of witness:

.....

Qualification and address of
witness:

Lawyer / doctor / pharmacist /
Centrelink officer / police

.....

Confirmation by witness:

I confirm that the person signing above has produced evidence of their identity.

Important: See notes on other page of this form