

## Form 1

# Authorisation of administrative user

*Labour Hire Licensing Act 2017 (Qld)*

This authorisation is to be used by '**organisations**' - applicants and licensees - when authorising an individual as an '**administrative user**' to represent the applicant or licensee when using Office of Industrial Relations (OIR) online services. This authorisation must be retained by the applicant or licensee and provided to the Office of Industrial Relations if required.

The undersigned ('**the customer**'), being a customer of OIR, authorises the following representative to interact with OIR using OIR online services on business matters on the organisation's behalf, including making an application, reporting and maintaining customer information.

The customer also authorises the administrative user to authorise additional '**general users**' to act on behalf of the customer using OIR online services. The administrative user will have the authority to promote a general user to the role of administrative user, however by doing so will demote their own role to general users. Only one administrative user role will be active at any one period of time.

The customer acknowledges that it is the customer's responsibility to be informed of any actions undertaken by the authorised administrative user on behalf of the customer.

The customer also acknowledges that the customer may be liable in the event that the authorised administrative user knowingly and/or intentionally and/or negligently gives false, misleading or incomplete statements through OIR online services where they ought reasonably to have known that such statements were false, misleading or incomplete.

## 1. Details of authorised user

Full name	Authorised user signature	Date

## 2. Details and signature of organisation

Organisation name	Organisation number (for example ABN/ACN/ARBN)	Date

## 3. If customer is a corporation

Signed in accordance with section 127 *Corporations Act 2001* (Cth)

Name of Director	Director signature	Date
Name of Director/Secretary	Director signature	Date

Note: if the customer is a corporation signing must be in accordance with section 127 *Corporations Act 2001* (Cth).

## 4. If customer is not a corporation

Signed for and on behalf of the organisation by

Full name of authorising person		
Position of authorising person	Authorising person signature	Date