

If you wish to appoint an Authorised Representative to deal with us on your behalf, you can complete the form below and e-mail the completed form to accounts@expressvirtualmeetings.com

If you need assistance with appointing an Authorised Representative, please contact us on 1300 742 024 and we will be able to assist you with this process over the phone.

1. Important Information

When you appoint an 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 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 service.

Only account holders can appoint an Authorised Representative. You can only appoint one Authorised Representative at any time. For security reasons 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; or
- A Chiropractor or a Physiotherapist

2. Appointment of Authorised Representative

Your details

Express Virtual Meetings User Name (customer ID number)

Business Name (e.g. Express Virtual Meetings Pty Ltd):

Account holder's full name (e.g. Joe Bloggs)

(note: you must be the account holder to appoint an Authorised Representative)

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

Authorised Representative's full name

Authorised Representative's date of birth (dd/mm/yyyy)

Authorised Representative's telephone number

Authorised Representative's email address (if applicable)

Authorised Representative's physical address

3. Appointment Declaration

"I, authorise Express Virtual Meetings Pty Ltd

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. Express Virtual Meetings 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."

Place

Date

Account holder's signature



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

Place

Date

Witness' signature



Witness's full name

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

Witness's address

Please email the completed document to: accounts@expressvirtualmeetings.com

1300 742 024 | expressvirtualmeetings.com

Express Virtual Meetings Pty Ltd
ABN 42 101 275 852

