

Notice of appointment of responsible officer

Who should complete this form The third-party lobbyist, and the responsible officer appointed by the third-party lobbyist. The responsible officer is a person having a management, financial or other interest in the third-party lobbyist and may be a director, secretary or other person who holds an executive position with the registered third-party lobbyist.

An authorised person below may sign on behalf of a third-party lobbyist that is an entity.

If	Then
A Corporation	A proper officer in accordance with the <i>Corporations Act 2001</i>
An incorporated association	The public officer of the association
An unincorporated body	An office holder or a member of the Committee or Board
Sole trader	The individual who is the sole trader
A partnership	A partner
A trust or foundation	The trustee

When to lodge A third-party lobbyist may appoint a responsible officer at any time. A third-party lobbyist must notify the NSW Electoral Commission of this appointment before they can communicate with NSW Government officials.

Privacy The NSW Electoral Commission has obligations under privacy, including about collecting, managing and storing personal information. The information collected on this form will be used by the NSW Electoral Commission to undertake its statutory and administrative functions relating to elections, public funding, political donations, disclosures, electoral expenditure and lobbying. Not supplying all the information requested may delay or prevent the processing of this form. The form or information contained in this form is held by the NSW Electoral Commission and accessible by relevant staff and its contractors. If required or authorised by law, information on this form may be made available for public inspection. It may also be disclosed to other persons or entities if required or authorised by law. We may also use your contact details to send you information or reminders about your responsibilities in relation to elections or lobbying or to invite you to participate in surveys. You can find additional information in the NSW Electoral Commissions [Privacy Management Plan](#) concerning access to and correction of your personal information.

Please note that some of the information provided in this form will be published in the Lobbyist Register on the NSWEC's website.

All fields on this form are compulsory unless otherwise indicated.

How to lodge Scan and email the signed and completed form to the NSW Electoral Commission at lobbyists@elections.nsw.gov.au

Section 1: Responsible Officer details

<input type="text"/>	<input type="text"/>	<input type="text"/>
TITLE	GIVEN NAME/S	SURNAME
<input type="text"/>	<input type="text"/>	<input type="text"/>
POSTAL ADDRESS	SUBURB	STATE
<input type="text"/>	<input type="text"/>	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
MOBILE	PHONE	EMAIL
<input type="text"/>		
RESPONSIBLE OFFICER POSITION		

Section 2: Third-party lobbyist details

The person named in Section 1 is appointed as the Responsible Officer for the third-party lobbyist named below.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FULL NAME (IF INDIVIDUAL) OR LEGAL/TRADING NAME (IF ENTITY) OF THIRD-PARTY LOBBYIST			ABN/ACN (IF ANY)		
<input type="text"/>	<input type="text"/>				
PUBLIC EMAIL ADDRESS	IF ENTITY PROVIDE NAME OF AUTHORISED PERSON				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SIGNATURE OF PERSON OR AUTHORISED PERSON OF ENTITY			DATE		

Section 3: Acceptance of appointment by Responsible Officer (to be completed by the Responsible Officer)

I, (name of Responsible Officer) accept the appointment as responsible officer for the above named third-party lobbyist. I certify that I:

- have a management, financial or other interest in the third-party lobbyist, and hold an executive position in the third-party lobbyist such as director, secretary or other executive position;
- am the person responsible for the third-party lobbyist's compliance with its obligations under the *Lobbying of Government Officials Act 2011* and the *Lobbying of Government Officials (Lobbyists Code of Conduct) Regulation 2014*; and
- have completed the approved online training of the NSW Electoral Commission and will continue to undertake the training annually.

<input type="text"/>	<input type="text"/>
SIGNATURE OF RESPONSIBLE OFFICER	DATE

OFFICE USE ONLY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
RECEIVED BY	DATE RECEIVED	FILE NO.	FADMS RECORD NO.