

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.

How to lodge

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

Important information

The information on this form is collected under, and provided by you, in compliance with the *Lobbying of Government Officials Act 2011* and the *Lobbying of Government Officials (Lobbyist Code of Conduct) Regulation 2014*.

A person who provides information to the NSW Electoral Commission knowing that the information is false or misleading in a material particular is guilty of an offence. The maximum penalty is \$22,000 or 24 months imprisonment or both.

For more information visit elections.nsw.gov.au or use the contact details at the bottom of this form.

All fields on this form are compulsory unless otherwise indicated.

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 POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
MOBILE	PHONE	EMAIL
<input type="text"/>	<input type="text"/>	<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"/>	
FULL NAME (IF INDIVIDUAL) OR LEGAL/TRADING NAME (IF ENTITY) OF THIRD-PARTY LOBBYIST	
<input type="text"/>	
ABN/ACN (IF ANY)	PUBLIC EMAIL ADDRESS
<input type="text"/>	<input type="text"/>
IF ENTITY PROVIDE NAME OF AUTHORISED PERSON	
<input type="text"/>	<input type="text"/>
SIGNATURE OF PERSON OR AUTHORISED PERSON OF ENTITY (ELECTRONIC SIGNATURES ARE NOT ACCEPTED)	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.