

## Authorised Representative Form

Use this form to give TasWater permission to share account, service and financial information with approved representatives. Authorised representatives listed on this form will be added to your account.

### 1. TasWater Account Holder Details

|  |  |  |  |  |            |  |  |  |
|--|--|--|--|--|------------|--|--|--|
| Account No.*   | <div>2</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> |  |  |  |            |  |  |  |
| * Nb. If you have multiple TasWater accounts please provide a list of the account numbers separately |  |  |  |  |            |  |  |  |
| Business name  |  |  |  |  |            |  |  |  |
| Last name  |  |  |  |  | First name |  |  |  |
| Last name  |  |  |  |  | First name |  |  |  |

### 2. Property Details\*\*

\*\* Nb. Leave this section blank if you have provided a list of multiple accounts separately

|          |  |  |            |  |  |
|----------|--|--|------------|--|--|
| Unit No. |  |  | Street No. |  |  |
| Street   |  |  |            |  |  |
| Suburb   |  |  | Postcode   |  |  |

### 3. Authorised Representatives Details

|                       |     |                          |   |  |  |
|-----------------------|-----|--------------------------|---|--|--|
| Trade waste customer? | Yes | <input type="checkbox"/> | Trade waste customers will not be granted access to water and sewerage service information. |  |  |
|                       | No  | <input type="checkbox"/> |   |  |  |
| Last name             |     |                          | First name  |  |  |
| Email                 |     |                          | Phone   |  |  |
| Last name             |     |                          | First name  |  |  |
| Email                 |     |                          | Phone   |  |  |

### 4. Authority Level

#### Level 1: Information only

May request information specific to the specified account (including customer service requests), without making changes. Trade waste authorised representatives can request information regarding the trade waste service only. ☐

#### Level 2: Limited access

May request information specific to the specified account, may request changes to account information on the specified account on your behalf, may receive copies of your bills. ☐

#### Level 3: Full account access

Level 1 and 2 access and the representative may also make or authorise financial arrangements in relation to the specified account on your behalf (including transfer of monies, refund requests, payment arrangements). ☐

### 5. Account Holder Authorisation

|      |  |  |           |  |
|------|--|--|-----------|--|
| Name |  |  | Signature |  |
| Date |  |  |           |  |
| Name |  |  | Signature |  |
| Date |  |  |           |  |

### Please return form to TasWater

|      |                              |       |                           |
|------|------------------------------|-------|---------------------------|
| Mail | GPO Box 1393 Hobart TAS 7001 | Email | enquiries@taswater.com.au |
|------|------------------------------|-------|---------------------------|

### Authorised Representative Information

Who can complete this form?

For private or residential accounts the form should be completed and signed by at least one property owner of the property/account holder.

For accounts held by companies, the form should be completed and signed by:

- Two directors of the organisation,
- A director and a company secretary of the organisation, or
- The sole director and/or sole company secretary of the organisation

Who is financially liable for the account if authority is given to an authorised representative?

- Financial liability for the account remains with the property owner at all times.

What access does an authorised representative have?

- TasWater will ensure responses to enquiries and requests from the authorised representative are within the representative's authority level.

How do I cancel an authority?

- The account holder may void any current authorities at any time by written notification to TasWater.

### Privacy Statement

In accordance with the *Personal Information Protection Act 2004* (Tas) and the *Privacy Act 1988* (Cth) we may collect, hold and use your personal information in order to enable us to provide you with our services. To understand more about our obligations and your rights please refer to our Information Protection Statement and our Privacy and Credit Reporting Policy on our website at [www.taswater.com.au/About-Us/Governance-and-Policies](http://www.taswater.com.au/About-Us/Governance-and-Policies), email us at [enquiries@taswater.com.au](mailto:enquiries@taswater.com.au) or write to our Privacy Officer, c/- TasWater, GPO Box 1393, Hobart TAS 7001.