# Company Letterhead

# Example authorisation letter to nominate an authorised representative

Resources Safety & Health Queensland

C/- Executive Director, Occupational Health

PO BOX 1321,

BRISBANE Qld 4001

[I/we] the undersigned, hereby authorise the following Authorised Representative, to act on [my/our] behalf in all matters relating to [my/our] approved provider application/approval.

**Details of Authorised Representative are as follows:**

|  |  |
| --- | --- |
| Name | |
| Position | |
| Organisation name | |
| Residential or registered business address (not a post office box) | Phone |
| Postal address (if different from above) | |
| Email | |

The Authorised Representative is authorised to act on [my/our] behalf in relation to:

1. Communicating with Resources Safety & Health Queensland (RSHQ) regarding:
   1. the processing and progress of the application; and
   2. if approved; matters relevant to the approval and participation in the Coal Mine Workers’ Health Scheme.   
      (*The authorised representative and RSHQ may communicate by telephone and written correspondence*).
2. Undertaking any other action reasonably necessary for:
   1. the processing of the application; and
   2. if approved; matters relevant to the approval and the approved provider’s participation in the Coal Mine Worker’s Health Scheme.
3. Receive all formal correspondence from the RSHQ in relation to the application, and if approved, the approval.

**Declaration**

* [I/we] acknowledge that it is [my/our] responsibility to be informed of any actions undertaken by the Authorised Representative on [my/our] behalf.
* [I/we] also acknowledge that [I/we] may be liable in the event that the Authorised Representative knowingly and/or intentionally gives false, misleading or incomplete statements or documents provided to the RSHQ under the *Coal Mining Safety and Health Act 1999*, or in circumstances where they ought reasonably to have known that such misleading or incomplete statements or documents were false.
* By providing details and signing below [I/we] declare that the Authorised Representative is properly authorised to carry out the functions referred to in this authorisation on [my/our] behalf and that RSHQ may rely on such declaration until further written notice from [COMPANY NAME].

**Details of all officers making this authorisation**

|  |  |
| --- | --- |
| Name - director / company secretary | |
| Position | |
| Organisation name | |
| Residential or registered business address (not a post office box) | Phone |
| Postal address (if different from above) | |
| Email | |
| Signature \* | Date |

|  |  |
| --- | --- |
| Name - director / company secretary | |
| Position | |
| Organisation name | |
| Residential or registered business address (not a post office box) | Phone |
| Postal address (if different from above) | |
| Email | |
| Signature \* | Date |

\*signed in accordance with s127 of the Corporations Act. Authorisation signed by two directors, or one director and one company secretary, or where the company has a sole director who is also the sole company secretary, that director, or under company seal.

**Authorised Representative**

I understand and accept the responsibilities of the authorised representative as defined in this letter.

[Signature of Authorised Representative named on Page 1]

|  |  |
| --- | --- |
| Name | |
| Position | |
| Organisation name | |
| Signature | Date |