

Application to appoint or change a public officer's details

Use this form to appoint or change a public officers details in accordance with Section 28 of the [Associations Act 2003](#).

Note: notifications must be done within 14 days of the appointment or change.

See the [incorporated association's](#) webpage for further information and the prescribed fee.

Applicant details				
Association name:				
Incorporation number:				
Do you agree to receive correspondence via email?				Yes / No
Association head office				
Address:				
Suburb:		State:		Postcode:
Is your postal address the same as above? If no, complete below:				
Postal address:				
Suburb:		State:		Postcode:
Contact details				
Phone number:		Mobile number:		
Email address:				
Change details				
Change type:	New public officer appointment	Yes /No	Public officer address change	Yes /No
Previous public officer cease date:				
New public officer appointment date:				
Public officer details				
Surname:		Date of birth:		
Given name/s:				
Residential address:				
Suburb:		State:		Postcode:
Is your postal address the same as above? If no, complete below:				
Postal address:				
Suburb:		State:		Postcode:
Public officer contact details				
Phone number:		Mobile number:		
Email address:				

Public officer declaration			
I, (full name):			
Of (address):			
Solemnly and sincerely declare that:			
<ul style="list-style-type: none"> All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and I have read and understood the information contained in this application; and The declaration is true and correct; and I know that it is an offence to make a declaration that is false in any material particular. 			
This declaration is made at: (location)		on: (date)	
Public officer signature:			
<p>Note: Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.</p>			
Supporting documents checklist			
Prescribed application fee – See the incorporated association's page for current fee.			Yes /No
A copy of meeting minutes appointing new public officer attached (if applicable)			Yes /No
Completed and signed public officer declaration			Yes /No
Privacy statement			
The Northern Territory Government complies with the Information Privacy Principles scheduled by the <i>Information Act 2002</i> .			
Disclaimer			
<p>The Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the <i>Northern Territory Information Act 2002</i>.</p> <p>You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete and we will be unable to process it.</p> <p>The information you provide will be accessible to Occupational Licensing and Associations and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so you have given us consent to share your personal information for a specific purpose.</p> <p>You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the <i>Northern Territory Information Act 2002</i>, or the Office of the Information Commissioner NT.</p>			
Lodgement			
Complete applications can be lodged in person, email or via post at a Territory Business Centre below:			
Darwin:	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway Berrimah		
Katherine:	Big Rivers Government Centre, 5 First Street, Katherine		
Tennant Creek:	Barkly Business Hub, 63 Haddock Street, Tennant Creek		
Alice Springs:	Ground Floor, The Greenwell Building, 50 Bath Street Alice Springs		
1800 193 111	territorybusinesscentre@nt.gov.au	GPO Box 9800 Darwin NT 0801	

Payment details

A fee is payable on lodgement of this application form. Payment can be made by:

- Cash (in person only); or
- Cheque (made out to Receiver of Territory Monies); or
- Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment.

Payment date:

Receipt number:

Amount paid: