



## Introduction

Organisations subscribing to SupportAbility are required to nominate up to two Authorised Representatives.

Authorised Representatives act as the legal agents for the organisation with regards to the SupportAbility service.



## Requirements

This form is designed for organisations subscribing to SupportAbility to either, nominate their Authorised Representatives, or update their existing nomination.

This form must be signed by the Authorised Representatives themselves in acceptance of the relevant rules and responsibilities, along with approval from the CEO or a Director of the organisation.



## Important Information

Responsibilities of each appointed Authorised Representative:

- Authority to act for and on behalf of the Service Provider, in all matters in relation to the SupportAbility Terms of Service.
- All statements and representations made, commitments given and/or reports submitted by these individuals shall be deemed to have been made, given or submitted by the Service Provider.
- All communication with Envision Systems must originate from these individuals to not incur Paid Support charges.
- Dissemination of Envision Systems communications, such as Release notes and notices, to staff as required and as such, must remain subscribed to the Release Notes mailing list at all times.
- Promptly report errors in the operation of any aspect of SupportAbility, by sending an email to [support@supportability.com.au](mailto:support@supportability.com.au).





## Organisation Information

**Organisation Name:** .....



## Nomination Information

### Authorised Representative #1

Name: .....

Position: .....

Email Address: .....

Direct Contact Number: ..... Mobile Number: .....

Signature: ..... Date: .....

### Authorised Representative #2

Name: .....

Position: .....

Email Address: .....

Direct Contact Number: ..... Mobile Number: .....

Signature: ..... Date: .....



## Approval Information

### Director/CEO Approval

Name: .....

Position: .....

Email Address: .....

Direct Contact Number: ..... Mobile Number: .....

Signature: ..... Date: .....

