



## Company Nominee Appointment/Notification

**Please note:** This form is to be completed to enable enquiries and property information to be transferred between Council and the Company nominee. The Nominee will automatically be entitled to a vote at Council Elections. Voting is only compulsory if the Nominee resides within the Borough of Queenscliffe.

Only one Nominee per company can be appointed, even if the Company owns multiple properties.

It is the responsibility of the Company to notify Council of any change to the Nominee status, i.e. change of Name or Identity, Address etc. and must be submitted either on this form or on Company Letterhead and signed by the Director, Secretary and the appointed Nominee.

**Property Address:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company ACN:** \_\_\_\_\_

**NOMINEE'S ADDRESS:**

**Name of Nominee:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_ **P/Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Nominee's Date of Birth:** \_\_\_\_\_ *(Essential for voting rights)*

**Signature of Director:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Signature of Secretary:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

I declare that I, \_\_\_\_\_ accept the appointment as Nominee for  
*(Company Name)* \_\_\_\_\_

**Signature of Nominee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Office Use:

Property Number:

Change Input By:

Date: