**Purpose of this form**

The purpose of this form is to inform East Gippsland

Water that you would like to set up an authorised person on your active East Gippsland Water account.

An authorised person has the authority to access your account information, make payments and update contact details on your behalf.

**Privacy notice**

We manage your personal information in accordance with the Information Privacy Principles that are set out in the Privacy and Data Protection Act 2014 (VIC).

If you choose not to provide us with the requested information, we may not be able to process your application.

We may share your information with a third party, however the information will always be used in accordance with our policies as stated. We may disclose your information to other parties as required by law, or to contractors, who are required to comply with our privacy obligations.

You can get more information about the way in which the organisation will manage your personal information, including our privacy policy and the Information Privacy Act 2000 at <https://www.egwater.vic.gov.au/privacy>

**Filling in this form**

* Please use black or blue pen
* Print in BLOCK LETTERS
* Mark boxes like this 🞎 with a ✓ or 🗶
* ***All relevant parties must sign consent***

**Returning your form**

Check that all required questions are answered and that the form is signed and dated.

You can return this form via:

* Post – East Gippsland Water

PO Box 52

Bairnsdale VIC 3875

* E-mail - [egw@egwater.vic.gov.au](mailto:egw@egwater.vic.gov.au)
* In Person - 133 MacLeod St,

Bairnsdale VIC 3875

**For more information**

Please visit our website at [www.egwater.vic.gov.au](http://www.egwater.vic.gov.au) or call us on 1300 720 700 Monday to Friday, between 8:30am and 5:00pm, excluding public holidays.

**Account holder’s details**

1. East Gippsland Water Account Number

|  |
| --- |
| Click or tap here to enter text. |

2. Property Address

|  |  |
| --- | --- |
| Click or tap here to enter text. | |
| Click or tap here | Postcode: Click. |

3. First Name Surname

|  |  |
| --- | --- |
| Click or tap here | Click or tap here |

4. Date of Birth

|  |
| --- |
| Click or tap here to enter text. |

5. Contact Number

|  |
| --- |
| Click or tap here to enter text. |

6. Email Address

|  |
| --- |
| Click or tap here to enter text. |

**Authorised person details**

7. First Name Surname

|  |  |
| --- | --- |
| Click or tap here | Click or tap here |

8. Date of Birth

|  |
| --- |
| Click or tap to enter a date. |

9. Contact Number

|  |
| --- |
| Click or tap here to enter text. |

10. Property Address

|  |  |
| --- | --- |
| Click or tap here to enter text. | |
| Click or tap here | Postcode: Click. |

**Confirmation**

11. I declare and understand that:

* The information I have provided in this form is

complete and correct.

* Giving false or misleading information is a serious

offence.

Account Holder Signature

|  |
| --- |
| Click or tap here to enter text. |

Authorised Person Signature

|  |
| --- |
| Click or tap here to enter text. |

Date Submitted

|  |
| --- |
| Click or tap to enter a date. |