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| Appointment or change of director, board member or controlling officer  |
| First Aid Service – Licencing  |
| OFFICIAL |

The *Non-Emergency Patient Transport and First Aid Services Act 2003* (the Act) requires the Secretary to assess the fitness and propriety of any person who does or may exercise control over a First Aid Service.

Proprietors must notify the Department of Health **within 30 days** if a person is appointed, or ceases to be, a director or controlling officer.

**Please complete this form when a new director, board member or controlling officer is appointed or a change in director, board member or controlling officer occurs**.

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| **Name of First Aid Service**  |       |
| **Address of First Aid Service** *\*cannot be a P.O. Box* |            |

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| **New appointment date** |       |
| **Given name** |       |
| **Surname** |       |
| **Position** |       |

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| --- | --- |
| **Date ceased as director, board member or controlling officer** |       |
| **Given name** |       |
| **Surname** |       |
| **Position** |       |

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| **Name**  |       |
| **Signature** |       |
| **Date** |       |

 **For new appointments please provide:**

* a completed *Declaration of Fitness and Propriety* form; and
* a Nationally Coordinated Criminal History Check issued within the past 12 months.
* Failure to notify may result in a penalty of 60 units.

Send completed applications to: Attention Manager, NEPTFirstAidRegulation@health.vic.gov.au

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