



Cross entity authorisation nomination form

Business portal tax service

Complete this form if you are the authorising individual for one or more entities, and would like to authorise a representative entity to access the nominating entities' protected information and to act on their behalf in relation to their tax affairs, including changes and updates to tax information. This authorisation is restricted to the business portal and therefore only relates to the AUSkey holders of the representative entity.

AUTHORISING INDIVIDUAL

This form is to be completed by an individual who is authorised for tax law purposes to act on behalf of the entities listed in Section B. The authorising individual for all entities making the nomination will generally be a:

- public officer (for tax law purposes)
- director of a company
- partner of a partnership
- individual trustee of a trust or director of a Corporate Trustee, or
- for other organisations either the
 - president or chair
 - vice-president or vice-chair
 - treasurer
 - secretary
 - equivalent positions with responsibility for the overall management of the organisation.

The authorising individual is required to make the Declaration at question 3 in Section B of this form.

CONDITIONS FOR BUSINESS PORTAL ARRANGEMENTS

The business portal tax service may be withdrawn if:

- the Commissioner decides to withdraw the service
- the Registrar of the Australian Business Register cancels an AUSkey for the nominated entity because the terms under which the AUSkey was given have not been complied with
- the nominated representative entity no longer represents an entity named on this form. The nominating entity will need to call us to cancel this nomination when they no longer want the representative entity to act on their behalf.

➤ WHERE TO SEND THIS FORM

Fax the completed form to **1300 729 176**.

Section A: Representative entity being nominated

Australian business number (ABN)

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Entity name

! Only an entity which has, or whose representatives have, a current AUSkey and access to the business portal can use this service.

2 The authorising individual for all entities making the nomination

The individual must be an authorising individual (see page 1) to nominate the representative entity on behalf of all the entities listed in question 1.

AUTHORISING INDIVIDUAL DETAILS

Full name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

Position held

Residential address

Suburb/town

State/territory

Postcode

Date of birth

Day / Month / Year
 / /

Contact details

Business phone

Mobile

Fax

Your business email address



When we complete your request, you will be notified by email. The nominated entity will need to set staff access levels. If you are **not** the person setting the access, please nominate an email address for the appropriate person below.

Alternative email address

3 Declaration



You should read the information on the front of this form titled 'Authorising individual' before signing this declaration.

Privacy

We are authorised by the *Taxation Administration Act 1953* to collect the information requested on this form. We need this information to help administer this Act and to help us maintain the details relating to you that are recorded in the Australian Business Register (ABR) and other ATO systems.

Where authorised by law to do so, we may give this information to other government agencies including, law enforcement and assistance agencies.

Declaration being made by the authorising individual

I declare that the information provided is true and correct.

I declare for tax law purposes that I am authorised to make the appointment of the nominated representative entity on behalf of each of the listed entities at question 1 in Section B of the form.

Name

Signature

Date

Day / Month / Year
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