# NEATS Secure Portal – Company Administrator Authorisation

For full list of role descriptions see the NEATS Secure Portal: User Agreement.

**Company Administrator** – can create, edit and submit a form or transaction; approve other users, provide additional access to existing users; view, send and reply to correspondence and notices; and pay notifications.

## Notes

1. It is recommended that companies appoint a Company Administrator of reasonable seniority, who is subject to high levels of accountability.
2. This form can be used to authorise a person to be the Company Administrator for multiple companies, where the signers have authority to do so.
3. Company access to the NEATS Secure Portal will not be granted without an authorised Company Administrator.

## Authorisation

I/we authorise:

[FULL NAME]

to be the Company Administrator in the NEATS Secure Portal on behalf:

|  |  |
| --- | --- |
| Company Name | ACN |
| Company Name | ACN |
| Company Name | ACN |

## Signatures

1. **I am/ We are signing this form as either: \***

[ ]  The Directors/Director and Secretary of an Australian registered company titleholder.

[ ]  The Attorney appointed under a Power of Attorney of an Australian registered company titleholder.

[ ]  The person/s authorised to sign to legally bind a Foreign registered company titleholder (including foreign companies registered with ASIC). ∞

[ ]  The Attorney appointed under a Power of Attorney of a Foreign registered company titleholder. ∞

\* *Mark the applicable box.*

*∞ See the* [*NOPTA signature fact sheet*](http://www.nopta.gov.au/factsheets/signatures-execution-of-nopta-forms-by-companies.html) *for information on required evidence of signing authority/powers of attorney for foreign registered companies.*

1. **I / We confirm that the information provided in this form is true and correct.** *Please note that giving false or misleading information is an offence under Part 7.4 of the Criminal Code Act 1995 (see in particular sections 136.1 and 137.1 of the Criminal Code).*

### A. If the company is an Australian registered company

|  |
| --- |
| **Executed by (insert full name of all company/s for which this document is executed, including the ACN)** |
|  |

*As a Director/ Sole Director/ Secretary, in accordance with section 127 of the Corporations Act 2001 (Cth), by:*

|  |  |
| --- | --- |
| *Signature* | *Signature* |
| *Full name (block letters)* | *Full name (block letters)* |
| *Office held (Director/Sole Director)* | *Office held (Director/Secretary) \** |
| *Date* | *Date* |

\* Record the applicable position held by the signatory. Section 127 of the *Corporations Act 2001* provides that a company may validly execute a document with or without a common seal if the document is signed by: (i) two directors of the company; (ii) a director and the secretary of the company; or (iii) where the company is a proprietary company and has a sole director who is also the sole company secretary, that director.

***OR*** *As the holder of a Power of Attorney for an Australian Registered Company*

I declare that I have a Power of Attorney authorising me to execute this form on behalf of the Company/s named above, which has not been revoked as at the date of this form.\*

|  |  |
| --- | --- |
| *Signature of holder of Power of Attorney* | *Signed in the presence of: signature of Witness* |
| *Full name of Attorney (block letters)* | *Full name and address of Witness (block letters)* |
| *Position*  |  |
| *Date* | *Date* |

\* A person signing as attorney for an Australian registered company must provide NOPTA with a copy of the Power of Attorney document for our records.

### OR B. If the company is a Foreign registered company

|  |
| --- |
| **EXECUTED BY**  |
| Full name of company: |
| Country of registration: |
| Registration number in country of registration: |
| Australian Registered Body Number (ARBN): |

*As person/s who can legally bind the Foreign Company, in accordance with the laws of the company’s country of incorporation, by:*

|  |  |
| --- | --- |
| *Signature* | *Signature* |
| *Full name (block letters)* | *Full name (block letters)* |
| *Office held (Director/Other) \** | *Office held (Director/Secretary/Other) \** |
| *Date*  | *Date*  |
| (If required) Signed in the presence of: *Signature of Witness* | (If required) Signed in the presence of: *Signature of Witness* |
| *Full name and address of Witness (block letters)*  | *Full name and address of Witness (block letters)*  |

\* *See the* [*NOPTA signature fact sheet*](http://www.nopta.gov.au/factsheets/signatures-execution-of-nopta-forms-by-companies.html) *for information on the evidence required to be provided to NOPTA of the signing authority for foreign registered companies.*

***OR*** *As the holder of a Power of Attorney for a Foreign Registered Company*

I declare that I have a Power of Attorney authorising me to execute this form on behalf of the Foreign registered Company/s named above, which has not been revoked as at the date of this form.\**∞*

|  |  |
| --- | --- |
| *Signature of holder of Power of Attorney* | *Signed in the presence of: signature of Witness* |
| *Full name of Attorney (block letters)* | *Full name and address of Witness (block letters)* |
| *Position* |  |
| *Date* | *Date* |

\*A person signing as attorney for a foreign registered company must provide NOPTA with a copy of the Power of Attorney document for our records.

*∞ See the* [*NOPTA signature fact sheet*](http://www.nopta.gov.au/factsheets/signatures-execution-of-nopta-forms-by-companies.html) *for information on required form/additional information to be provided for powers of attorney for foreign registered companies.*