

Client Acknowledgement & Representation Letter



SA Industry Licensing Pty Ltd t/a SA Trade Licensing
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Consumer and Business Services (CBS)

NOTICE OF REPRESENTATION FOR ALL LICENSING MATTERS
ONLINE LICENCE APPLICATION - ACKNOWLEDGEMENT

This is notification that Sam Cottell (T/A SA Trade Licensing) has been retained to represent the Client (signed below) for the purposes of a South Australian occupational licence(s).

SA Trade Licensing formally request if CBS require any additional information regarding the application(s) to the extent permitted under the *Building Work Contractors Act 1995, Plumbers, Gas Fitters and Electricians Act 1995* and Regulations that Sam Cottell be contacted in any instance.

The Client has signed below indicating they agree with all terms and conditions within the Acknowledgement as outlined within the CBS Online Licence Application Acknowledgement. This will be provided to the Client through an approved method prior to lodgement in all instances.

Client Acknowledgement

Providing Instructions Electronically

You can authorise SA Trade Licensing to act on instructions we receive from your nominated electronic means and to receive your formal agreement via your nominated electronic mean. By selecting the box below:

☐

You would like to use electronic means to provide instructions, agreement and acknowledgements on documents from time to time.

Emails/text messages sent from the declared email address and mobile number can be taken as your instructions. You will have an opportunity to declare an email address at the point of Consent.

Phone number:

Insert mobile number here

Incomplete or Inaccurate Information



Our advice to you is based on the information you tell us about yourself and your business. If that information is incomplete or inaccurate, this could affect our ability to fully or properly analyse your needs, objectives and licensing situation, so our recommendations may not be appropriate for you.

By selecting the box below:

☐

You understand and acknowledge that providing complete and accurate information is important, as it will be used to help form the basis of advice. You understand that if this information is incomplete or inaccurate, the advice provided may not be appropriate. You confirm any information provided is complete and accurate to the extent of your knowledge.

Emails and Mobile Phones

If you have agreed to use emails/mobile phones to provide authorisation, you need to be aware that:

- 1. If your email address or mobile phone number changes or you cease to have access to your nominated email address or mobile phone, you should notify us immediately.
- 2. We do not take any responsibility for the security or confidentiality of email or SMS communications sent to or through your nominated emails/mobile phone, nor for any delays in transmission due to network or other transmission errors. Neither can we guarantee that emails will be free of viruses.
- 3. You should ensure the email accounts and mobile numbers you nominate are secure and can only be accessed by you. Also, we may not be able to provide advice to you while you are overseas.
- 4. You may withdraw your consent at any time, but you must do so by writing to us via email and/or mobile phone.

By agreeing to use electronic means to receive documents, provide instructions and give agreement or acknowledgements please be aware that the following conditions apply:

- 5. We may refuse to act on any instruction, and will inform you of any such refusal.
- 6. We will endeavour to implement your instructions as soon as we receive them. However, please note that complex queries or requests may take longer to complete even if we arrange for your request to be implemented without delay.
- 7. The authorities you provide to us in this document apply to any capacity in which you act. For example, if you are a director of a company or trustee of a trust, you provide these authorisations both in your personal capacity and in your capacity as a director or trustee.

Please note: There are some documents that can only be acted upon if physically signed in ink. These may include mutual recognition application forms, forms to confirm your identity, and other forms as required by third parties.

Your email address or mobile phone will not be used for marketing purposes.

Disclosure of Information to Third Parties

- 1. You agree for information to be disclosed to any third party for the purposes of that third party providing, or offering, their services which relate to, or in connection with, the occupational licensing services that you have received, unless your consent is withdrawn in writing.
- 2. You agree to personal and sensitive information being released to your spouse, partner or joint and severally liable business partner unless you withdraw your consent in writing.

Consent of Digital Signature



You consent to providing your signature by way of digital signature as an acknowledgement that you have read and understood the above. You also acknowledge that you have read, understood and accepted the Terms and Conditions of Business which can be found [via this link](#).

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