



# Nomination of a legal representative to act on behalf of a non-individual entity

**!** The fastest way to nominate a representative is over the phone – see **Find out more** below.

Use this form if you are the authorised contact for a non-individual entity and you want to nominate a legal representative. A legal representative could be a legal practitioner (barrister or solicitor) or a legal practice.

If you are an individual wishing to nominate a legal representative, use *Nomination of a legal representative to act on behalf of an individual* (NAT 11525).

It is important to know that:

- any nomination will continue indefinitely until you let us know that it no longer applies
- nominating a legal representative does not cancel any previous nomination
- you will need to phone us if you no longer want a representative to act on behalf of the entity – see **Find out more** below.

## SCOPE OF LEGAL REPRESENTATIVE AUTHORITY TO ACT ON BEHALF OF THE ENTITY

To nominate a legal representative to be the authorised representative for all matters administered by the ATO, you must indicate this by marking **X** next to 'concerning all of the taxation affairs of the entity', under section B.

You can limit the legal representative's authority to specific matters only. Indicate this by marking **X** next to 'concerning the following specific matter(s)', under section B.

**!** **Be clear about how much authority you give**

Think carefully about the extent of the authority you are giving. The ATO will only discuss the entity's taxation affairs with the legal representative according to the statement of authority on this form.

**!** The names of the legal firm and specific authorised legal representatives will be placed on the entity's record as authorised representatives. No discussion of the entity's affairs can take place unless authority to do so has been recorded on our systems and the proof of record ownership process is satisfied.

### Find out more

Phone **13 28 66** between 8.00am and 6.00pm, Monday to Friday.

If you phone, after identifying the entity's account, you must be already recorded on ATO systems as an authorised contact.

If you phone you will need to establish your identity by providing details of three of the following items that are currently on our records – for example:

- your date of birth
- your telephone number, business, residential, postal or email address (maximum of one)
- your bank account number (BSB number not required) and/or
- details from an ATO-generated notice (maximum of two different notices – for example, the sequence number from any notice of assessment issued to you).

To help with your enquiry, you may also quote the entity's tax file number (TFN).

### INSTRUCTIONS FOR COMPLETING THIS FORM

- Print clearly in BLOCK LETTERS using a black or dark-blue pen.
- Place **X** in all applicable boxes.
- Do not use correction fluid or covering stickers.

## Section A: Entity details

Tax file number (TFN)

OR

Australian business number (ABN)

This notice is given by (provide your full name) as the authorised contact for the entity

**Name**

Title: Mr  Mrs  Miss  Ms  Other

Family name

First given name

Other given names

Date of birth   /   /

**OF**

**Legal name of the entity**

**AT**

**Entity's postal address**

Suburb/town

State/territory     
(Australia only)

Postcode       
(Australia only)

 Provide at least one phone number below (a contact number must be provided).

Business hours phone number

Mobile phone number

After hours phone number

Fax number

Email address of contact person (use BLOCK LETTERS)

## Section B: Legal representative details

I have appointed the following legal representative(s) to act for this entity:

Name of legal practitioner or practice

Names of authorised legal representative(s)



Provide at least one phone number below (a contact number must be provided).

Business hours phone number

Mobile phone number

After hours phone number

Fax number

Email address (use BLOCK LETTERS)

Place  at the appropriate statement below.

I nominate this legal representative (and specified members of the legal practice) to deal with the ATO on behalf of the entity and receive information:

concerning all of the taxation affairs of the entity

**OR**

concerning the following specific matter(s):

Income Tax       Goods and services tax (GST)       Excise

Superannuation       Fringe benefits tax (FBT)

PAYG Withholding       PAYG income tax instalments

Any other specific matter eg Freedom of information (FOI) – please specify below.


This nomination will continue indefinitely until you phone and let us know that you no longer want the legal representative to act on behalf of the entity – see **Find out more** on page 1.

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## Section C: Declaration

### Before you sign this form

Make sure you have answered all the relevant questions correctly and read the privacy statement below before you sign and date this page. An incomplete form may delay processing.

 You, as the authorised contact who is nominating a legal representative, must sign the declaration.

### Your signature as the authorised contact of the entity.

Place  at the appropriate statement

I declare that I am authorised to make this nomination and the information given on this form is true and correct.

### OR

I declare I have been authorised in writing by the entity to prepare and lodge this nomination with the information supplied to me and I have also been assured that the information provided to me is true and correct.

### Signature

Date

Day                      Month                      Year  
 /  /

### Privacy

Taxation law authorises the ATO to collect information and disclose it to other government agencies. This includes personal information of the person authorised to sign the declaration. For information about your privacy, go to [ato.gov.au/privacy](http://ato.gov.au/privacy)

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## Lodging this form

Make a copy of this form for your own records before you either:

- fax it to **1300 130 911**. Do not include a header or cover sheet because this will delay processing
- mail it to  
**Australian Taxation Office**  
**PO Box 3373**  
**Penrith NSW 2740**

# Helpful information (DO NOT SEND THIS PAGE TO THE ATO)

## ATO FORMS LODGED BY YOUR REPRESENTATIVE

Your representative can only lodge certain ATO forms on your behalf, such as your income tax return, if you have given them a declaration for this purpose. If you make a declaration, your representative should hold the original and you should keep a copy.

Below is a **sample declaration** that you may use.

 You **do not** need to send this page or this declaration to the ATO.



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### Declaration under Section 388-65 of Schedule 1 to the *Taxation Administration Act 1953*

I

hereby authorise

to give to the Commissioner of Taxation my

for the period ended  <sup>Day</sup> /  <sup>Month</sup> /  <sup>Year</sup>  .


I declare that the information I have provided to   
for this purpose is true and correct.

### Signature

### Date

<sup>Day</sup> /  <sup>Month</sup> /  <sup>Year</sup>



 Remember you are still responsible for the accuracy of information you give us, even if someone else, including a registered taxation or BAS agent, helps you to prepare a tax return or other tax document.