



'Authority to Act'

Information Guide

What is an agent or a representative?

An agent or representative is someone who can act on your behalf when dealing with a Tribunal, Authority, or Scheme administered by the Tribunals Unit of the Ministry of Justice. You can choose a person or an organisation to be your agent or representative.

You are still responsible for anything they do on your behalf, so it is important that you choose your representative carefully.

Things you need to consider include:

- How long you have known the person
- If you trust them to always act in your best interests
- If they will keep you informed as to what they are doing for you.

You can stop your nominated person or organisation from being your agent or representative at any time. To do this, you need to contact the Tribunals Unit and inform them of this in writing. Your agent or representative can also stop acting for you at any time by informing the Tribunals Unit in writing.

If this happens you will need to act for yourself or appoint another representative.

What can your agent or representative do?

- Access your personal information relating to your case
- Receive your correspondence relating to your case
- Act on your behalf in most matters relating to your case

What do you need to do to authorise an agent or representative to act on your behalf?

If you wish for a person or organisation to act on your behalf you must complete the 'Authority to Act' form and submit it via post to the address provided at the end of this form.



Authority to Act

Important Information

Complete this form if you would like to appoint an agent or representative to act on your behalf. Please ensure you have read and understood the 'Information Guide' at the beginning of this form. Both you and your agent or representative need to sign this form.

Please fill in all sections below:

Part 1: Applicant

Name of Tribunal or Authority?

| |
|---|
| |
| Tribunal or Authority case number? (if known) |

What is your name?

| |
|---------------|
| Surname(s) |
| First name(s) |

Address for service

| |
|-----------|
| Street |
| Suburb |
| City/town |
| Post code |

Contact details

| |
|---|
| Daytime contact number () |
| Mobile |
| Email address |
| Date of birth / / (day / month / year) |

Part 2: Agent or representative

Who do you want to appoint as your agent/representative?

| |
|--|
| Full name of person/organisation: |
| What is your relationship to this person/organisation? |

Agent / representative's address for service

| |
|-----------|
| Street |
| Suburb |
| City/town |
| Post code |

Agent / representative's contact details

| |
|---------------------------------|
| Daytime contact number () |
| Mobile |
| Email address |

Part 3: Time Period

How long do you wish your nominated person to act on your behalf?

Start date: / / (day / month / year) End date: / / (day / month / year)

Or: Indefinitely (please tick) this person will be your agent for this case until you advise otherwise

Part 4: Declarations

Applicant's declaration

I agree to the appointment of the agent / representative named in this form.
The information I have provided on this form is true and complete.

Applicant signature Date / / (day / month / year)

Agent / representative's declaration

I / we agree to act as the representative for the applicant named in this form.
The information provided on this form is true and complete.

Agent / representative's signature Date / / (day / month / year)

Tribunal Unit Contact Details



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