

**INSTRUCTIONS FOR COMPLETION**

- Review** the ACPET Code of Ethics and Code of Practice available on the ACPET website prior to completing this form.  
**Complete** all information required for your application.  
**Attach** all required additional documentation.  
**Return** to ACPET Membership via email: [membership@acpet.edu.au](mailto:membership@acpet.edu.au) or post: PO Box 551, East Melbourne Vic 8002

If you require any assistance in completing this application form, please contact the Membership team via [membership@acpet.edu.au](mailto:membership@acpet.edu.au), 1800 657 644 or +61 03 9412 5900.

**Registration and Ownership**

Individual/Company Name: \_\_\_\_\_

Driver's License number (If Individual): \_\_\_\_\_

Trading Name(s): \_\_\_\_\_

ACN: \_\_\_\_\_ ABN: \_\_\_\_\_

Website: www. \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

CEO Name: \_\_\_\_\_

CEO Position: \_\_\_\_\_

CEO email: \_\_\_\_\_

CEO Mobile: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Main Contact Position: \_\_\_\_\_

Main Contact email: \_\_\_\_\_

Main Contact Mobile: \_\_\_\_\_

**Company Directors/Shareholders/Office Holders** - Please tick one and attach the appropriate document

- Company details are available on ASIC, or  
 The applicant is an incorporated entity, a list of Board Members is attached, or  
 The applicant is a partnership, details of the partners are attached, or  
 The applicant is a Trust, details of the Trust are attached, or  
 I am an individual / sole trader.

Is your company a wholly or partly owned subsidiary of an overseas trading enterprise?

Please tick one:  YES  NO

If yes, ACPET will need details of the parent company including name, Country of registration, board of directors and their contact details and the name and details of the CEO of the parent company (please attach separately)

## Additional Information

Number of Employees:      Sales and Marketing       Total

ACPET will need names of all staff involved in marketing and sale of training and education services (please attach separately)

How many training organisations do you refer students to?

ACPET will need names of all the training organisations that you refer students to (please attach separately)

How many students have you referred to these organisations in the last 12 months?

Please provide ACPET with the percentage of fees you charge training organisation as a commission  %

## Please ensure you have attached the relevant supporting documentation

- Company Directors/Shareholders/Office Holders document
- List of staff involved in marketing and training and education services
- List of all the training organisations that you refer students to
- 3 referral letters from current existing RTO's you deal with

## Declaration and Signature

**ACPET respects and is committed to maintaining the privacy of all members. All information provided will be used in accordance with relevant privacy legislation and is understood to be provided on a commercial in confidence basis. ACPET reserves the right to audit any information provided by an applicant, or to request further documentation if required.**

I understand that the information submitted within this application has been provided on a confidential basis and will not be used by ACPET for purposes other than building a profile of Agent/Brokers generally and for processing the membership application.

I confirm that I have read and understood the ACPET Code of Ethics and Code of Practice and, on behalf of the applicant, declare that the applicant agrees to operate in accordance with the ACPET Code of Ethics and Code of Practice (available on the ACPET website)

I acknowledge that all members of ACPET are obliged to comply with the ACPET Constitution and the ACPET By-laws at all times (available on the ACPET website), and that failure to do so may result in the termination of membership.

I give approval that, for the purposes of considering this application for ACPET Membership, ACPET may make such enquiries with Commonwealth and/or state/territory Authorities as deemed necessary. In addition, I understand that ACPET will seek the views of its members and others to inform judgement as deemed necessary.

I agree to have the organisation name incorporated in the Agent/Broker list which will be published by ACPET.

I declare that the information provided in this application is true and complete and understand that ACPET reserves the right to vary or reverse any decision on membership of ACPET based on incomplete or incorrect information.

Company Name: (applicant) \_\_\_\_\_

Name: (Authorised Person\*) \_\_\_\_\_

Position Title: \_\_\_\_\_

Signature: (Authorised Person\*) \_\_\_\_\_ Date: \_\_\_\_\_

\* The Authorised Person should be a senior executive officer of the organisation, i.e. Executive Director, Managing Director, CEO etc

Witnessed by: \_\_\_\_\_

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that unsigned, unwitnessed or incomplete applications or applications without required supporting documentation cannot be processed.**

Scan all completed documents and email to: [membership@acpet.edu.au](mailto:membership@acpet.edu.au) or Fax all completed documents to: +61 03 9416 1895 or Post completed documents to: PO BOX 551, East Melbourne Vic 8002