 **Notification of appointment or change   
of Director, Board Member or Office Bearer**

Health service establishment or mobile health services

OFFICIAL  
  
The *Health Services (Health Service Establishments) Regulations 2013* requires the requires the Secretary to the Department of Health to assess the fitness and propriety of all directors or other officers of a body corporate who may exercise control over a health services establishment.   
Proprietors must notify the Department of Health within 30 days if a person is appointed, or ceases to be, a director or controlling officer.  
 **Please complete this form when a new director, board member or office bearer is appointed or a change in director, board member or office bearer occurs**.

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| Name of proprietor (company name): |  | |
| Name of establishment: |  | |
| New appointment date: |  | |
| Given name: |  | |
| Surname: |  | |
| Date ceased as Director, board member or officer: |  | |
| **For new appointments please provide:**  a completed Statutory Declaration – Fitness and Propriety (REN2) available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>; and  police check certificate issued within the past twelve months and a copy of current drivers’ licence (certified copy); and details of any relevant professional qualifications and curriculum vitae (new appointments only).  For companies, provide an Australian Securities and Investments Commission (ASIC) company extract or search which confirms the change of directors. | | |
| Name of person completing form: | |  |
| Signature: | |  |
| Date: | |  |

**Please attach curriculum vitae of appointee, clearly outlining previous employment, positions held and levels of responsibility**.

**Send the signed and completed form and curriculum vitae by email** to the Private Hospitals &Day Procedure Centres Unit at [privatehospitals@health.vic.gov.au](mailto:privatehospitals@health.vic.gov.au)

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