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| Appointment or change of director, board member or controlling officer |
| First Aid Service – Licencing |
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The *Non-Emergency Patient Transport and First Aid Services Act 2003 (Vic)* (the Act) requires the Secretary to assess the fitness and propriety of all directors or other officers of a body corporate who do or who may exercise control over a First Aid service. 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 controlling office occurs**.

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| **Name of First Aid Services provider** |  |
| **Address of First Aid Service provider** |  |

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| --- | --- |
| **New appointment date** |  |
| **Given name** |  |
| **Surname** |  |
| **Position** |  |

|  |  |
| --- | --- |
| **Date ceased as director, board member or controlling officer** |  |
| **Given name** |  |
| **Surname** |  |
| **Position** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**For new appointments please provide:**

* a completed *Declaration of Fitness and Propriety* form; and
* national police check certificate (original file or certified copy) issued within the past 12 months.

Send completed applications to: Attention Manager, [NEPTFirstAidRegulation@health.vic.gov.au](mailto:NEPTFirstAidRegulation@health.vic.gov.au)

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