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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** |       |

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

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| --- | --- |
| **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

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