



Administrative
Appeals Tribunal

Migration & Refugee Division

Appointment of Representative
Appointment of Authorised Recipient
- MR Division

Use this form to appoint a representative and/or an authorised recipient.
Please read the explanatory notes on reverse before you complete this form.

Applicant's name:

Applicant's date of birth:

DAY/MONTH/YEAR

Case file no. :

Tick one box only (please refer to the information on reverse to complete this section):

☐

I appoint the person whose details are provided below to act as my representative and as my authorised recipient

OR

☐

I appoint the person whose details are provided below to act as my authorised recipient. I do not wish to appoint this person as my representative.

Complete the details of your representative/authorised recipient:

Title:

(Mr, Ms, Mrs, Dr, etc)

Family name:

Given names:

Organisation:

(if applicable)

Postal address:

Daytime phone:

Mobile:

Fax:

Email:

Registered Migration Agent No.:

(if applicable)

(7 digits)

Client reference no. :

(if applicable)

Do you agree to the AAT sending all correspondence by email?

☐

Yes

☐

No

My representative / authorised recipient is (tick one box only):

☐

a migration agent

☐

my spouse, parent, child, brother or sister

☐

the sponsor/nominator of the visa applicant

☐

Other (please specify:

)

Signature:

(Applicant)

Date:

DAY/MONTH/YEAR

Signature:

(Representative / authorised recipient)

Date:

DAY/MONTH/YEAR

What is a representative?

You may authorise a person to represent you and act on your behalf in relation to your application. This person is known as your representative. It is not necessary to nominate a representative – you may choose to deal with us directly. If you nominate a representative, he or she can communicate with us on your behalf, forward written submissions and written evidence to us, request access to documents held by us in relation to your application, and accompany you to any meeting or hearing arranged by us (except in special circumstances the representative cannot address the hearing). You must inform us immediately, in writing, if you change your representative, cancel your representative's authority to act on your behalf, or if your representative's contact details change.

With limited exceptions (such as if given by a close family member, a visa nominator or sponsor, a parliamentarian or a public servant in the course of their duties) immigration assistance can only be given by a registered migration agent.

A person provides 'immigration assistance' when they use their knowledge or experience in migration procedure to assist in preparing, advising or representing a visa applicant, a sponsor or nominator, or a 'cancellation review applicant' (a person whose visa has been cancelled).

For further information about registered migration agents you may also contact the Office of the Migration Agents Registration Authority (phone 1300 226 272 or 02 9078 3552; or visit www.mara.com.au).

What is an authorised recipient?

You may choose to have all correspondence sent to yourself or you may nominate a person known as an authorised recipient to receive correspondence on your behalf in connection with the review.

If you appoint a representative in relation to your application, we will assume you are authorising that person to receive correspondence/documents on your behalf in connection with your application.

If you nominate an authorised recipient we will send all correspondence to your authorised recipient. There are two circumstances where we will send a copy of any correspondence to a review applicant as well as sending the correspondence to the review applicant's authorised recipient. The first is where the review relates to a decision to refuse or cancel the bridging visa of a non-citizen who is in detention as a result of that decision (referred to as a 'bridging visa (detention)' case). The second is where a review applicant has nominated a migration agent as his or her representative or authorised recipient, and that migration agent's registration has been suspended or cancelled or has lapsed.

Only one person can be nominated as your authorised recipient. If you have an authorised recipient and nominate a new authorised recipient, we will send correspondence to your most recently nominated authorised recipient only.

If an email address has been provided for your authorised recipient, we may use that email address to communicate with you. Please indicate on this form if you agree to us sending all correspondence by email, including hearing invitations, written requests to respond to adverse information and decision notification. Please note that there are risks in transmitting information via email and that while we strive to protect such information, we cannot guarantee the security or integrity of information transmitted via email or by other means.

Information for migration agents

Where the information in this form refers to a migration agent, the details and signature of the representative / authorised recipient will be taken as notification under section 312B of the Migration Act that the representative / authorised recipient is providing immigration assistance and has agreed to represent the applicant(s) in relation to this review and the Department of Home Affairs will be notified of relevant details as required by the Act.