



Administrative
Appeals Tribunal

Migration & Refugee Division

**Appointment of Representative
Appointment of Authorised Recipient
- Migration & Refugee Division**

Use this form to appoint a representative and/or an authorised recipient.
Please read the explanatory notes 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 notes attached to this form):

I appoint the person whose details are provided below to act as both 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)

Australian Legal Practitioner No.:

(if applicable - see notes below)

(7 digits)

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

Yes

No

Tick one box only (please refer to the notes attached to this form):

My representative/authorised recipient is:

a registered migration agent

my spouse, parent, child, brother or sister

an Australian lawyer who holds a practising certificate

Other (please specify): _____

the nominator/sponsor of the visa applicant

Signature:

(Applicant)

Date:

DAY/MONTH/YEAR

Signature:

(Representative/authorised recipient)

Date:

DAY/MONTH/YEAR

Notes

What is a representative?

You can choose to appoint 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 appoint a representative – you can deal with us directly.

If you appoint a representative, they can:

- communicate with us on your behalf
- give us written evidence and written submissions on your behalf
- request access to documents relating to the review, and
- attend a hearing with you (but cannot present oral arguments, unless the AAT permits this).

Under the *Migration Act 1958*, only certain people can provide 'immigration assistance'. They include:

- a registered migration agent
- an Australian lawyer who holds a practising certificate
- a close family member (your spouse, child, parent, brother or sister), or
- a nominator or sponsor if you are a visa applicant.

'Immigration assistance' includes where a person uses their knowledge or experience in migration procedure to assist you to prepare for, or represent you in, an application at the AAT.

Only a registered migration agent or Australian lawyer with a practising certificate can ask you to pay a fee for providing immigration assistance.

For further information about registered migration agents, you may also contact the Office of the Migration Agents Registration Authority (visit www.mara.com.au).

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.

What is an authorised recipient?

You can choose to have all correspondence sent to you or you can 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.

If you nominate an authorised recipient, we will send all correspondence to them. There are two circumstances where we will send a copy of any correspondence to you, as well as to your authorised recipient. The first is if the review relates to a decision to refuse or cancel a bridging visa and you are in detention as a result of that decision (a 'bridging visa (detention)' case). The second is if you have nominated a migration agent as your 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 only send correspondence to your most recently nominated authorised recipient. You must tell us immediately if the contact details of your authorised recipient change.

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 your 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.

Information for migration agents

Where the information in this form refers to a migration agent, the details and signature of the representative will be taken as notification under section 312B of the *Migration Act 1958* that the representative is providing immigration assistance and has agreed to represent the applicant(s) in relation to this review.

Type of representative: registered migration agents who are also Australian lawyers

Some registered migration agents may also be Australian lawyers. If your representative is representing you as a registered migration agent, select 'a registered migration agent'. If they are representing you as an Australian lawyer in connection with legal practice, select 'an Australian lawyer who holds a practising certificate'.

Australian Legal Practitioner No.

This is the ID number that the Department of Home Affairs may issue to an Australian lawyer who was not previously a registered migration agent.