

# DIRECTOR CHANGE OF DETAILS FORM



## Change of details form for Co-operative Directors and Office Bearers

CEHL is required to hold up to date personal information for your Co-operative's Directors and Office Bearers for communication.

All information sent by CEHL to your Co-op is sent to the Secretary's address with the following exceptions:

- If you nominate that Rent Statements and Cheques be forwarded to the Treasurer.
- 'One Off' requests can be sent to the person making the request.

### WHEN TO USE THIS FORM

Any time there is a change to an Office Bearer, Director, Address, other contact detail change.

### "PUBLIC INFORMATION" SECTION

All Co-op's must provide a Public Address. This is published on CEHL website [cehl.com.au](http://cehl.com.au) and it is recommended using a Post Office Box as your Public Address for privacy. Providing a Public Phone Number and Email Address is voluntary and this information should only be provided by the Co-op if it gives permission to have this information available to the Public.

### "CEHL INFORMATION" SECTION

The information provided by the Co-operative in this section is solely for use by CEHL employees.

### ADDRESS OF CO-OPERATIVE'S REGISTERED OFFICE

This is the address of your Registered Office which is listed with Consumer Affairs Victoria (their guidelines advise a street address in Victoria must be registered, PO boxes cannot be accepted).

### LODGEMENT

Once you have completed this form you can lodge it by:

Email: [info@cehl.com.au](mailto:info@cehl.com.au)

Fax: 03 9429 1799

Mail: CEHL Level 1, 112 Balmain Street, Richmond VIC 3121

You can also download this form from CEHL's web site to complete electronically

### PRIVACY STATEMENT

The information provided in this form will be handled in accordance with relevant Commonwealth and State legislation: the *Privacy Act 1988* as amended, the Privacy and Data Protection Act 2014; the Privacy Amendment (Enhancing Privacy Protection) Bill 2012 and the *Australian Privacy Principles* administered by the Office of the Victorian Commissioner for Privacy and Data Protection <https://www.cdp.vic.gov.au/>

## CHANGE OF DETAILS FORM

REGISTERED CO-OP NAME:

### PUBLIC INFORMATION

ONLY information contained in this Section is available to the Public

Public Address:

ABN:

Ph:

Email:

### CEHL INFORMATION

Information contained in this Section IS NOT available to the Public

POSITION	NAME OF DIRECTOR	MAILING ADDRESS	CONTACT NUMBERS	MORE DETAILS
Secretary			Ph. AH: <input type="text"/>	DOB: <input type="text"/>
			Ph. BH: <input type="text"/>	Email: <input type="text"/>
			Mob: <input type="text"/>	Date of Appointment: <input type="text"/>
			Fax: <input type="text"/>	Date of Resignation: <input type="text"/>
Tenant Selection Coordinator			Ph. AH: <input type="text"/>	DOB: <input type="text"/>
			Ph. BH: <input type="text"/>	Email: <input type="text"/>
			Mob: <input type="text"/>	Date of Appointment: <input type="text"/>
			Fax: <input type="text"/>	Date of Resignation: <input type="text"/>
Treasurer			Ph. AH: <input type="text"/>	DOB: <input type="text"/>
			Ph. BH: <input type="text"/>	Email: <input type="text"/>
			Mob: <input type="text"/>	Date of Appointment: <input type="text"/>
			Fax: <input type="text"/>	Date of Resignation: <input type="text"/>
Rent Officer			Ph. AH: <input type="text"/>	DOB: <input type="text"/>
			Ph. BH: <input type="text"/>	Email: <input type="text"/>
			Mob: <input type="text"/>	Date of Appointment: <input type="text"/>
			Fax: <input type="text"/>	Date of Resignation: <input type="text"/>
Maintenance Officer			Ph. AH: <input type="text"/>	DOB: <input type="text"/>
			Ph. BH: <input type="text"/>	Email: <input type="text"/>
			Mob: <input type="text"/>	Date of Appointment: <input type="text"/>
			Fax: <input type="text"/>	Date of Resignation: <input type="text"/>
Chairperson			Ph. AH: <input type="text"/>	DOB: <input type="text"/>
			Ph. BH: <input type="text"/>	Email: <input type="text"/>
			Mob: <input type="text"/>	Date of Appointment: <input type="text"/>
			Fax: <input type="text"/>	Date of Resignation: <input type="text"/>
Rent Statements/ Rebates			Ph. AH: <input type="text"/>	DOB: <input type="text"/>
			Ph. BH: <input type="text"/>	Email: <input type="text"/>
			Mob: <input type="text"/>	Date of Appointment: <input type="text"/>
			Fax: <input type="text"/>	Date of Resignation: <input type="text"/>

\*Address of your Co-operative's **Registered Office**

*This is the address of your Registered Office which is listed with Consumer Affairs Victoria (their guidelines advise a street address in Victoria must be registered, PO boxes cannot be accepted).*

Attach a list of any further names if required e.g. Directors who do not hold positions.

## LIST OTHER CURRENT DIRECTORS IN CO-OPERATIVE (who do not hold positions)

	NAME OF DIRECTOR	MAILING ADDRESS	CONTACT NUMBERS	MORE DETAILS
Director			Ph. AH:	DOB:
			Ph. BH:	Email:
			Mob:	Date of Appointment:
			Fax:	Date of Resignation:
Director			Ph. AH:	DOB:
			Ph. BH:	Email:
			Mob:	Date of Appointment:
			Fax:	Date of Resignation:
Director			Ph. AH:	DOB:
			Ph. BH:	Email:
			Mob:	Date of Appointment:
			Fax:	Date of Resignation:
Director			Ph. AH:	DOB:
			Ph. BH:	Email:
			Mob:	Date of Appointment:
			Fax:	Date of Resignation:
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			Mob:	Date of Appointment:
			Fax:	Date of Resignation:
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			Ph. BH:	Email:
			Mob:	Date of Appointment:
			Fax:	Date of Resignation:
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			Ph. BH:	Email:
			Mob:	Date of Appointment:
			Fax:	Date of Resignation:
Director			Ph. AH:	DOB:
			Ph. BH:	Email:
			Mob:	Date of Appointment:
			Fax:	Date of Resignation: