



Australian Government

Department of Health and Aged Care

Office of the Gene Technology Regulator

Notification of change in contacts for organisation

This form can be used to update contact information and contact roles for your organisations. You can also use this form, in Section 2, to provide or remove access to the OGTR Online Services Portal and its various services.

Privacy

Personal information is collected by the OGTR to enable the Gene Technology Regulator to perform the functions set out under the Act. Personal information specified in this form is collected for the purpose of assessing applications under the Act and is handled in accordance with the Australian Privacy Principles set out in the *Privacy Act 1988*. More information can be accessed at the OGTR's Privacy and personal information [web page](#). The OGTR's privacy policy explains how the OGTR collects, stores, uses, and discloses personal information, including how a person may seek access to, or correct their personal information, and how a complaint about a breach of the Australian Privacy Principles can be made.

Organisation name:

Click or tap here to enter text.



Section 1

Contact Update Type

Select all that apply:

Advise OGTR of a new key contact person for your organisation	<input type="checkbox"/>
Amend or Update contact details	<input type="checkbox"/>
Remove a contact who is no longer a representative of your organisation (this includes removing portal access)	<input type="checkbox"/>

Contact Information

If you are removing a contact, it is sufficient to only provide the first and last name.

Personal title: (e.g. Ms/Mr/Dr)	Choose an item.
Given Name: (or preferred given name)	Click or tap here to enter text.
Family Name:	Click or tap here to enter text.
Phone number:	Click or tap here to enter text.
Additional contact number: (if applicable)	Click or tap here to enter text.
Email address:	Click or tap here to enter text.
Additional email address: (e.g. Group inbox)	Click or tap here to enter text.
Postal Address: (must include Suburb, State and Postcode)	Click or tap here to enter text.
Physical Location: (including Level/Floor, Building Number/ Name and Street Address)	Click or tap here to enter text.



Section 1 (Continued)

Contact Roles

Select all that apply:

	Add	Remove
CEO or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Primary Contact *	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Contact *	<input type="checkbox"/>	<input type="checkbox"/>
IBC Contact	<input type="checkbox"/>	<input type="checkbox"/>
IBC Chairperson	<input type="checkbox"/>	<input type="checkbox"/>
Application Contact	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring and Compliance Contact	<input type="checkbox"/>	<input type="checkbox"/>

*This contact will receive all OGTR correspondence, if occupied.



Section 2

OGTR Online Services Portal Access (optional)

The OGTR Online Services Portal allows users to prepare and submit notifications and applications to the Office of the Gene Technology Regulator (OGTR), see existing submissions from their organisation(s), and manage ongoing compliance requirements.

Before registering for the OGTR Online Services Portal, **users need to have created a myGovID account**. Your myGovID is your digital identity and unique to you. Possessing a myGovID makes it easier to verify your identity and securely sign in to participating government online services. For further information on myGovID please view the [OGTR Online Services Portal Registration Guide](#) or the [OGTR myGovID Fact Sheet](#).

Services currently available for portal users:

- Notifiable low risk dealings (NLRDs)
 - Prepare and submit NLRDs
 - View previous NLRD submissions
- Certifications
 - Prepare and submit applications for new certifications or changes (e.g. variations) to existing certifications;
 - View submitted applications relating to certifications that are not yet decided upon;
 - View existing certifications that are current and suspended, as well as those that have been surrendered, cancelled, or expired in the past 5 years.

Full name: (if not provided earlier on this form)

Click or tap here to enter text.

Access can be granted to each service individually. For which service does this contact require access?

Select all that apply:

	Add	Remove
Notifiable Low Risk Dealing Service	<input type="checkbox"/>	<input type="checkbox"/>
Certified Facilities Service	<input type="checkbox"/>	<input type="checkbox"/>



Section 3

Declaration

This declaration must be completed and signed by the CEO (or equivalent), or a person with the authority to sign on behalf of the organisation.

The completed form can be lodged with the OGTR:

- **By mail** to the Office of The Gene Technology Regulator, MDP 54, GPO Box 9848, CANBERRA, ACT, 2601; or
- **By e-mail** to ogtr.applications@health.gov.au

If submitting the form by post, this declaration must be signed by a person authorised to sign on behalf of the organisation. If you are sending the form by e-mail, please either:

- attach a scanned image of the wet signature visible in Section 3; or
- if you are the person who is authorised to sign the form, include a statement in your e-mail stating that you are a person duly authorised to sign the form; or
- The form can be attached to the email after being digitally signed.

You are encouraged to retain a copy of the completed application for your records.

I DECLARE THAT:

- I am a person authorised to submit this form;
- to the best of my knowledge, the information supplied on this form and any other attachment(s) is not false or misleading;
- I am aware that the making of a false or misleading statement may be punishable by imprisonment or a fine under the *Gene Technology Act 2000* and corresponding state law;
- by including my name on this form it is deemed to be my signature for the purpose of this form.

Printed Name:	Click or tap here to enter text.
Signature:	
Date Signed:	Click or tap to enter a date.