



**Australian Government**  
**Migration Review Tribunal**  
**Refugee Review Tribunal**

## Appointment of Representative Appointment of Authorised Recipient

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

Tribunal (please tick):  Migration Review Tribunal  Refugee Review Tribunal

Applicant's name:

Applicant's date of birth:  Tribunal file no:   
DAY/MONTH/YEAR

**Tick one box only** (please refer to the information on the 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 representative. I do not wish to appoint this person 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 name(s):

Organisation:   
(if applicable)

Postal Address:

Daytime phone:  Mobile:

Fax:  Email:

Registered Migration Agent No. :  Client reference no. :   
(if applicable) (7 digits) (if applicable)

**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:**  **Date:**   
(Applicant) DAY/MONTH/YEAR

**Signature:**  **Date:**   
(Representative / authorised recipient) DAY/MONTH/YEAR

<b>OFFICE USE ONLY</b>	Entered on CaseMate by:	Date: / /
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### **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 the Tribunal directly. If you nominate a representative, he or she can communicate with the Tribunal on your behalf, forward written submissions and written evidence to the Tribunal, request access to documents held by the Tribunal in relation to your application, and accompany you to any meeting or hearing arranged by the Tribunal (except in special circumstances the representative cannot address the Tribunal). You must inform the Tribunal 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.

Under the *Migration Act 1958* (the Act), only the following persons can provide you with 'immigration assistance':

- a registered migration agent;
- your spouse, child, parent, brother or sister;
- a nominator or sponsor of the visa applicant;
- parliamentarians;
- a member of a diplomatic mission, consular post or office of an international organisation in the course of his or her duties; and
- an official (as defined in Part 3 of the Act) in the course of his or her duties.

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).

The factsheet 'MR2: Immigration Assistance', which is available from any Tribunal registry or from the Tribunal's website, can provide you with 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.gov.au](http://www.mara.gov.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.

Generally, the Tribunal would expect that if you nominate a representative that person would also be nominated as your authorised recipient.

If you nominate an authorised recipient the Tribunal will send all correspondence to your authorised recipient. The Tribunal only sends copies of correspondence to applicants who have nominated an authorised recipient where the applicant is in immigration detention. If your authorised recipient provides the Tribunal with a fax number, the Tribunal may send correspondence by facsimile.

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

Please note that Tribunal correspondence may contain your personal information.

### **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 DIAC will be notified of relevant details as required by the Act.