Australian Government
Department of Health, Disability and Ageing
Office of Drug Control

ODC use only

This form, when completed, will be classified as '**For official use only**'.
For guidance on how your information will be treated by the Office of Drug Control (ODC) see: Treatment of information provided to the ODC at <https://www.odc.gov.au/about-us/odc-transformation/portal-help/portal-privacy>

New or Additional Organisation Administrator Form

Use this form to nominate a new or additional Administrator for your organisation. Administrators can add, update and remove organisation contact details. Your organisation is responsible for ensuring Administrator accounts are always maintained by current employees. Organisations must nominate at least one Administrator and may appoint a second Administrator.

For more information about the Administrator role, see: https://www.odc.gov.au/about-us/odc-service-help

Section 1. Organisation details

Organisation name:	
Organisation ID:	

Section 2. Administrator details

Please provide the name(s) of the Administrator(s) to be replaced or added for your organisation. If you currently have only one Administrator and are adding a second, enter N/A in the Previous Administrator field.

If you do not know the details of the previous Administrator, you must provide the following supporting documents:

- A current certificate of registration for your business or organisation.
- A letter confirming that you are authorised to act on behalf of the organisation.

*Administrator 1 account details

*Previous administrator full name	
*New administrator full name	
*Email	
*Telephone	
*Job title	

Administrator 2 account details

Previous administrator full name	
New administrator full name	
Email	
Telephone	
Job title	

PO Box 9848 Canberra ACT 2601 ABN 83 605 426 759
Phone: 02 6289 4618 Email: ODC.OrgDetails@health.gov.au https://www.odc.gov.au/

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Section 3. Declaration

The following declaration must be signed.

Note: providing information that is false or misleading to a Commonwealth entity or in connection with a Commonwealth law is a serious offence subject to criminal penalties under the *Criminal Code Act 1995*.

☐ **I have read and understood the Terms of Use (mandatory)**

☐ **I am aware of the responsibilities of an Administrator (mandatory)**

☐ **To the best of my knowledge, all the information provided in this form is true and correct (mandatory)**

☐ **I am authorised to create and nominate Administrators on behalf of the organisation (mandatory)**

*Full name			
*Email			
*Telephone			
*Signature		*Date:	

Email the completed and signed form with attachments to:
ODC.OrgDetails@health.gov.au