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| List of directors, board members or controlling officers |
| First Aid Service - Licencing |
| OFFICIAL |

The *Non-Emergency Patient Transport and First Aid Services Act 2003* (the Act) requires the Secretary to assess the fitness and propriety of any person who does or may exercise control over a First Aid Service. This must be assessed for each or any licence application, renewal of licence, certificate of Approval in Principle (AIP) or transfer of a licence or AIP certificate.

This includes:

* all directors or other officers of a body corporate (e.g., company, charity, incorporated association), or
* an individual (e.g., sole trader, partnership).

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| **Name of First Aid Service licence holder (proprietor of licence)** | |  | | |
| **Name of First Aid Service** \**if different from above*  *NB: must be a registered business name* | |  | | |
| **Address of First Aid Service** | |  | | |
| **Date completed** | |  | | |
| **List the name and position of each director, board member or other officer who exercises control over the First Aid Service:** | | | | |
| **1.** |  | | **6.** |  |
| **2.** |  | | **7.** |  |
| **3.** |  | | **8.** |  |
| **4.** |  | | **9.** |  |
| **5.** |  | | **10.** |  |

For each director, board member or controlling officer provide:

* a completed *Declaration of Fitness and Propriety* form; and
* a Nationally Coordinated Criminal History Check issued within the past 12 months.

Email completed applications to: Attention Manager, [NEPTFirstAidRegulation@health.vic.gov.au](mailto:NEPTFirstAidRegulation@health.vic.gov.au)

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