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This form is designed to be used with the **FREE Adobe Acrobat Reader application**. [Click here to download Acrobat Reader](#).  
Alternatively the form can be printed and completed by hand,  
scanned and submitted (with all attached documents).

## Form R106: Register a Management Representative - Partnerships and Companies

### Use of this form

This form is to be used by people changing, removing or adding a Management Representative for a licence registered with the Electrical Services Board. In Western Australia the **Electricity (Licensing) Regulations Act 1991** provides for registration of electrical workers.

### Registration and application fees

There is no fee for this application.

### Incomplete applications

The Department does not accept incomplete applications. If your application is incomplete your application may be lapsed or refused.

### Help with your application

Email: [electricallicensing@lgirs.wa.gov.au](mailto:electricallicensing@lgirs.wa.gov.au)  
Internet: [www.lgirs.wa.gov.au/building-and-energy](http://www.lgirs.wa.gov.au/building-and-energy)  
Telephone: (08) 6251 2000

### Checklist

- ☐ Form fully completed and declaration completed
- ☐ Proof of identity provided
- ☐ Proof of competency provided

### Complete your application

Your application cannot be processed unless all sections are completed and all attachments provided.

### How to submit

#### By email

[electricallicensing@lgirs.wa.gov.au](mailto:electricallicensing@lgirs.wa.gov.au)

#### By post

Locked Bag 14, CLOISTERS SQUARE, PERTH WA, 6850

#### In person

Applications can be lodged during business hours  
8.30am - 4.30pm.  
Level 1, 303 Sevenoaks Street CANNINGTON 6107

## Form R106: Register a Management Representative - Partnerships and Companies

### Licence Details PLEASE PRINT IN BLOCK LETTERS

Electrical Contractor's/In house Licence number: (for Management Representative to be added to)

Electrical Contractor's/In house Licence holder name:

### Management Representative Details

EW Licence number:

First name:

Family name:

Other name(s):

Phone (mobile)\*:

Phone (work):

Phone (home):

Email:\*

**\*Required to receive courtesy renewal reminder notifications by SMS and email and other important information relevant to your registration.**

Is the Management Representative:

☐ Employed by the contractor \* Management Representative must be employed by contractor

Please confirm your agreement to be appointed as Management Representative by signing below:

Signature:

Date dd/mm/yyyy:

### Evidence of Management Representative competency

☐ Attached a copy of successful completion of the following Management Representative module, issued by an approved Registered Training Organisation within the last five years:

- General Legislative Requirements (EA103B); and
- Establishing a Contracting Business (EA102)

☐ **OR** Provided details below of current or previous (within the past five years) Nominee appointment on an Electrical Contractor's (EC) or In-House Installing Work (IH) Licence in WA:

EC/IH Licence number:

Name of EC/IH licence holder:

☐ **OR** Provided evidence of current registration as an electrical contractor in another Australian State or Territory or New Zealand. Attach a copy of the registration certificate. If the licence is in the name of a partnership or company (body corporate), please also include a letter from the regulator confirming that you are the registered Business Person on the licence.

☐ **OR** Provided evidence of being an Inspector designated under Section 12 of the Energy Coordination Act 1994 within the past two years.

### Proof of Identification for Management Representative

☐ Attached copies of identification in accordance with the Proof of ID requirements, available here: <https://www.wa.gov.au/media/50915/download?inline>.



Scan with your phone for more information.

## Form R106: Register a Management Representative - Partnerships and Companies

### Declaration by applicant

Regulation 59 of the Electricity (Licensing) Regulations 1991 makes it an offence for a person to:

- ☐ falsify any matter relating to an application;
- ☐ provide any document or other evidence in support of the application that is forged, false, fraudulent or wrongfully represented as pertaining to the applicant;
- ☐ make a false statement in this declaration; or
- ☐ give a false testimonial to any person in connection with this application.

### Declaration

1. I/we authorise the Electrical Licensing Board, the Department of Local Government, Industry Regulation and Safety or persons acting on behalf of the Board or the Department to make enquiries considered necessary to assess this application. My general consent includes the specific consent to the acquisition of copies of my criminal records. I/we agree that the Board can use any or all information received pursuant to this authority for the purposes of the assessment or audit of this application; and
2. Sincerely declare that the Nominee(s) is/are to be employed by the applicant. In circumstances where the Nominee is not employed by the applicant, specific Board consent for the Nominee appointment has been sought and approved in accordance with regulation 38(3) of the Electricity (Licensing) Regulations 1991; and
3. sincerely declare that this application is true and correct.

#### Partnership applicants

Full name of Partner 1:

Signature:

Date dd/mm/yyyy:

Full name of Partner 2:

Signature:

Date dd/mm/yyyy:

#### Company applicants

Information for document execution: This document is to be executed on behalf of the company by either:

- a. Two directors; or
- b. One director and one Company secretary; or
- c. One director where that person is both sole director and sole secretary.

Executed (In accordance with Section 127 of the Corporations Act 2001) for and on behalf of:

Name of company (as listed on [ASIC](#)):

Full name of Director 1:

Signature:

Date dd/mm/yyyy:

Full name of Director 2 / Company Secretary (if applicable)

Signature:

Date dd/mm/yyyy: