

Register a business profile in the Customer Portal

This form is to be used to create a business profile within the [Customer Portal](#).

What you need to do

Each director, authorised officer or business representative must register an individual profile first and have their profile verified to access and view business licences and approvals.

To register a business in the Customer Portal you will need to:

- Provide details of two directors, unless the business has a sole director
- Accompany with this application a recent company extract that provides evidence of the business director(s)
- Where a business requires duly authorised officers to execute documents, we require details of officer(s) and a copy of the applicable deed or instrument of delegation
- Email a copy of this application and supporting documents to licensing@waternsw.com.au

Please complete the form with a black/blue ink pen and use BLOCK letters. You can also type directly in this form. Once completed, please print and sign the form.

If there is not enough space in the form, please attach additional pages to the back of the form.



WaterNSW customers are encouraged to book a phone appointment with us to discuss your water licensing enquiries. Visit waternsw.com.au/licensing

Section A: Company details

A1 Company/corporation name <i>(if applicable)</i>	
A2 ACN <i>(if applicable)</i>	A3 ABN <i>(If you do not hold an ACN)</i>
A4 Business address	
A5 Business correspondence address	
A6 Business billing address	
A7 Phone	A8 Mobile phone
A9 Email	

Section B: A minimum of two directors/duly authorised officers must be supplied unless a sole director or sole duly authorised officer

Director/duly authorised officer 1:

B1 Title (Mr, Mrs, Ms)	B2 Surname	
B3 Given name(s)		
B4 Address		
B5 Suburb	B6 State	B7 Postcode
B8 Phone	B9 Mobile phone	
B10 Email		
B11 <input type="checkbox"/> I am authorised to be the single contact on behalf of all applicants.		

Director/duly authorised officer 2:

B12 Title (Mr, Mrs, Ms)	B13 Surname	
B14 Given name(s)		
B15 Address		
B16 Suburb	B17 State	B18 Postcode
B19 Phone	B20 Mobile phone	
B21 Email		
B22 <input type="checkbox"/> I am authorised to be the single contact on behalf of all applicants.		

Section C: Nominate a business administrator or representative

c1 Title (Mr, Mrs, Ms)	c2 Surname	
c3 Given name(s)		
c4 Address		
c5 Suburb	c6 State	c7 Postcode

c8 Phone	c9 Mobile phone
c10 Email	

Section D: Scope of authorisation

The nominated business administrator/representative is authorised to undertake the following activities on the nominated account(s):

ALL activities associated with the business account(s)

ONLY selected activities (*Please specify*)

Privacy statement

The personal information you provide on this form will be used and protected in accordance with WaterNSW Privacy policy. WaterNSW is collecting the information on this form in order to record your express consent for WaterNSW to exchange your personal and account information with the person(s) you have nominated. This information will be recorded in the relevant WaterNSW databases.

WaterNSW will deal with the information in accordance with the *Privacy and Personal Information Act 1998* (NSW) and WaterNSW's Privacy Management Plan. Your information will not otherwise be disclosed to any other person or agency unless you have provided your consent, or it is otherwise required or authorised by law. You have the right to request access to, and correct details of, your personal information held by WaterNSW. Further information regarding privacy can be obtained from our website at waternsw.com.au

Offences and penalties

It is an offence, under section 344 of the *Water Management Act 2000*, to make a statement that you know to be false or misleading in, or in connection with, this form.

A corporation found guilty of an offence against section 344 is liable to a penalty not exceeding \$2.002 million. An individual found guilty of an offence against section 344 is liable to a penalty not exceeding \$500,500. An access licence or approval may be suspended or cancelled under the *Water Management Act 2000* in certain circumstances. These include if the holder of the licence or approval is convicted of an offence under that Act.

Need help?

If you need further assistance, please contact our Customer Service Centre on 1300 662 077, Monday to Friday between 8am to 5pm or email Customer.Helpdesk@waternsw.com.au

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