

NPI Online Reporting System

Facility Registration Form

Please complete the following fields to register your facility for reporting to the NPI. To be granted access to this and/or other facilities within the Online Reporting System, please complete a user registration form. <http://www.npi.gov.au/reporting#register>

Existing users may fill out details in the section on page 3.

Registered details

Complete all details in the table below.

Please ensure your ACN/ABN is consistent with the information held by the appropriate registration body (i.e. ASIC/ABR) <http://www.asic.gov.au/>

If you hold an EPA Licence for this facility, please ensure that the Registered Company Name is the same as that appearing on the EPA Licence.

Registered Company Name				
Street No. and Name				
City/Suburb		State		Postcode
ACN				
ABN (not compulsory if ACN supplied)				
ANZSIC Code				

Please note that the ANZSIC Code for your facility can be determined through the following website <http://www.npi.gov.au/reporting/industry-reporting-materials/anzsic-code-list>.

Facility details

Complete all details in the table below.

Trading Name/Facility Name			
EPA Licence No.			
Number of Employees			
Website Address			
Main Activity			

Facility Postal Address

Complete all details in the table below.

Street No. and Name/PO Box				
City/Suburb		State		Postcode

Return this form by email, fax or post to your local jurisdiction. See contact details at <http://www.npi.gov.au/node/683/>.

Facility Location

The facility location address must not be a PO Box. Please attach a map identifying the location of the facility.

Street Number					
Street Name					
City/Suburb		State		Postcode	
Latitude					
Longitude					

Public Contact

(Data will be made public)

Title		First Name		Surname	
*Position					
*Phone					
Mobile					
Fax					
Email					
Postal Address					
Street No. and Name					
City/Suburb		State		Postcode	

* Please note these fields are mandatory.

Technical Contact

(Data will not be made public)

* Title		* First Name		*Surname	
Position					
* Phone					
Mobile					
Fax					
* Email					
Postal Address					
Street No. and Name					
City/Suburb		State		Postcode	

* Please note these fields are mandatory.

Return this form by email, fax or post to your local jurisdiction. See contact details at <http://www.npi.gov.au/node/683/>.

Attach existing NPI online reporting system (ORS) user/s to this facility

If users are already registered to use the ORS, they can be nominated below to have access to this facility. The user role determines the level of access to the system.

Reporter: Can enter the basic elements of an NPI report, however cannot certify and submit the report. Consultants or contractors are restricted to Reporter level access.

Coordinator: Can enter all elements of an NPI report, certify and submit the report.

There must be at least one coordinator for each facility.

New users of the ORS should use a separate user registration form.

<http://www.npi.gov.au/reporting#register>

First name	
Last name	
User name	
User role (tick one)	<input type="checkbox"/> Coordinator <input type="checkbox"/> Reporter
Email address	

First name	
Last name	
User name	
User role	<input type="checkbox"/> Coordinator <input type="checkbox"/> Reporter
Email address	

First name	
Last name	
User name	
User role	<input type="checkbox"/> Coordinator <input type="checkbox"/> Reporter
Email address	

Facility Authorisation

A company authorising officer must verify that all the details are correct.

I agree that the details provided above are correct.	
Signature	
Date	
Email address	
First name	
Last name	
Position	
Company	
Phone	

Return this form by email, fax or post to your local jurisdiction. See contact details at <http://www.npi.gov.au/node/683/>.