Form P06

Notice of Party or Representative Details

### About this form

* This is the form to notify SAET of changes to a party’s or a representative’s details
* If you are seeking to cease to act without instructions, you must lodge an Application for Directions (SAET form P05) supported by an Affidavit (SAET form P03).
* This form may be completed electronically and lodged as an email attachment (not a scan). A signature is not required.

# Existing Case details

Provide details of the case that this application relates to.

|  |  |  |
| --- | --- | --- |
| SAET Case number |  | Name of the party lodging this form |
|  |  |  |
| Names of parties to this case (as per SAET correspondence) | | |
|  | | |

# Notice

Take notice that (tick as many that apply):

☐ My contact details have changed (specify new details below)

☐ This representative is ceasing to act:

Specify name of representative currently registered with SAET:

|  |
| --- |
|  |

Note: Must file and serve within 7 days.

☐ I am not currently represented and my address for service is detailed below.

☐ I will now be represented by (specify new representative’s details below):

### New details

|  |
| --- |
| Organisation legal name (if applicable) |
|  |

#### Contact details

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | Given name | | | | | | |  | Family name | | | | |
|  |  |  | | | | | | |  |  | | | | |
| Job title | | | | | | | | |  |  | | | | |
|  | | | | | | | | |  |  | | | | |
| Unit number | | |  | Street number | | |  | Street name / PO Box | | |  | Street type (eg Street, Road, Drive) | | |
|  | | |  |  | | |  |  | | |  |  | | |
| Suburb | | | | | | | | |  | State | | |  | Postcode |
|  | | | | | | | | |  |  | | |  |  |
| Phone | | | | |  | Mobile | | |  | Email (if provided, correspondence will be emailed) | | | | |
|  | | | | |  |  | | |  |  | | | | |

LODGING YOUR COMPLETED FORM

The person lodging this form must send a copy to all other parties to the case.

|  |  |  |
| --- | --- | --- |
| Name of person lodging the application |  | Date |
|  |  |  |

To lodge your completed form and any supporting attachments:

1. **Save the form and any supporting attachments to your computer** (Note – SAET does not require a signed version so there is no need to print and scan)
2. **Lodge the form and any supporting attachments:** 
   * **Online** at[www.saet.sa.gov.au/existingcase](http://www.saet.sa.gov.au/existingcase) (preferred); or
   * **By email** to [saet@sa.gov.au](mailto:saet@sa.gov.au)