



2 Bedbrook Place  
Shenton Park WA 6008  
Ph 08 9388 5555  
Advisory 1300 794 744  
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**APPLICATION FOR REGISTRATION OR  
RENEWAL OF REGISTRATION OF AGENT**  
**Form 290**

Application for Registration (regulation 28) or  Application for Renewal of Registration (regulation 32)

**Section A – Applicant’s details**

Title  Full name

Business address

Telephone  Email address

**Section B – Employer’s details**

*(Note: not applicable to an application by a person in a class of persons prescribed under regulation 27A(b) or (c).)*

Full name

Business address

Telephone

**Section C - Category of registration or renewal sought** *(please tick)*

An officer of an organisation as defined in the *Industrial Relations Act 1979*.

An officer of an association of employers or employees registered under the *Workplace Relations Act 1996* of the Commonwealth .

A person employed by an insurer or self-insurer.

A person (other than a legal practitioner) employed by a legal practitioner or an incorporated legal practice.

An employee or officer of an organisation prescribed by the regulations.

A person, or a person in a class of persons, prescribed by the regulations.

Please indicate below the class of person (see regulation 27A)

**Section D - Nomination of the applicant**

*(Note: nomination of the applicant is not required for applications by a person in a class of persons prescribed under regulation 27A(b) or (c).)*

I (insert full name of person representing the employer)  of

(insert employer’s name)  nominate (insert applicant’s name)

as an agent under Part 4 Division 2 of the Workers’ Compensation and Injury Management Regulations 1982.

Signature of employer

Date *(dd/mm/yyyy)*

**Section E - Documents lodged with this application** (please refer to regulation 28)

**An application by an independent agent must be accompanied by the documents listed below:**

(please tick to indicate documents attached)

- A criminal record check (see regulation 28(2a)(a) and (6));
- A statement relating to the criminal record check (if applicable) (see regulation 28(2a)(b));
- A statement setting out the applicant's qualifications or experience (see regulation 28(2a)(c)); and
- A statutory declaration verifying the particulars contained in the application (see regulation 28(2a)(d)).

**An application by a person in a class of persons prescribed under regulation 27A(a) or (b) must be accompanied by the documents listed below:** (please tick to indicate documents attached)

- A statement identifying the self-insurers to whom the agent, or the employer of the agent, is engaged to provide claims management services (see regulation 28(2b)(a)); and
- A statutory declaration verifying the particulars contained in the application (see regulation 28(2b)(b)).

**All applications must be accompanied by one of the following (please tick the applicable box below):**

- Evidence that a policy of professional indemnity insurance for not less than \$1 million for any one claim is in force with respect to the applicant (eg. a copy of the insurance policy), **or**
- Evidence that the applicant has sufficient material resources to provide professional indemnity (eg. evidence that the person holds legal or equitable estates or interests of not less than \$1 million in real or personal property. See regulation 28 (3) and (4)).

**Section F - Applicant's declaration**

I have read the registered agents code of conduct as contained in the *Workers' Compensation and Injury Management Regulations 1982* and acknowledge that it is the duty of a registered agent to comply with the *Workers' Compensation and Injury Management Act 1981* (the Act), any subsidiary legislation made under the Act and the conditions of registration.

Signature

Date

(dd/mm/yyyy)

**Please send completed form and attachments to:**

Standards & Monitoring  
WorkCover WA  
2 Bedbrook Place  
SHENTON PARK WA 6008  
Fax: 9388 5550

**For further information:**

Phone: 9388 5661

**Office use only**

- I am satisfied the applicant is a fit and proper person to be a registered agent
- Register this application
- Do not register this application

Standards and Monitoring Officer  
Standards and Monitoring Branch  
WorkCover WA

Date