



Australian Government
Department of Education

Child Care Service
Application for approval under the family assistance law
Signature Form

Important:

- This form must be completed and signatures provided for the Operator/Provider's Representative(s) and other Key and/or Authorised Person(s), as listed in the online application for CCB Approval form that is to be submitted:
 - An Operator/Provider's Representative(s) is a person/persons with the legal authority to complete and sign the application for CCB Approval form on behalf of the applicant.
 - Key Personnel includes anyone who participates directly or indirectly in the decision making or management of the child care service.
 - Authorised Person(s) have permission to perform a range of activities including notifying the department of the cessation of operations and a change in bank account details, authorising data submission to the Child Care Management System and querying fee reduction entitlement on behalf of families.
- The form can be populated before printing; alternatively, the form may be printed then filled out. Either way, it must be printed for specimen signature(s) to be provided.
 - A specimen signature is an official record of your signature that is kept on file and, if needed in the future, can be used to verify if a signature is genuine.
- The completed Signature Form is then attached to the online application for CCB Approval form before it is submitted.
- You should ensure the information you provide in the Signature Form matches the information you have provided in the online application for CCB Approval form that is to be submitted.
- Please be advised that making false statements or providing misleading information is a serious offence under section 137.1 of the Criminal Code Act 1995 (Cth) which may constitute a criminal offence and lead to imprisonment.

Name of child care service

Full legal name of Operator/Provider

Operator/Provider's Representative(s)

Person 1

Title

Given name(s)

Family name

Date of birth

Position in organisation

Signature

Person 2

Title

Given name(s)

Family name

Date of birth

Position in organisation

Signature

/ /	

Key Personnel and/or Authorised Person(s)

Person 3

Title

Given name(s)

Family name

Date of birth

Position in organisation

Signature

/ /	

Person 4

Title

Given name(s)

Family name

Date of birth

Position in organisation

Signature

/ /	

Person 5

Title

Given name(s)

Family name

Date of birth

Position in organisation

Signature

/ /	

Person 6

Title

Given name(s)

Family name

Date of birth

Position in organisation

Signature

/ /	

Person 7

Title

Given name(s)

Family name

Date of birth

Position in organisation

Signature

/ /	

Person 8

Title

Given name(s)

Family name

Date of birth

Position in organisation

Signature

/ /	

Person 9

Title

Given name(s)

Family name

Date of birth

Position in organisation

Signature

/ /	

Person 10

Title

Given name(s)

Family name

Date of birth

Position in organisation

Signature

/ /	