



Update CCMS Contact Details Form

Complete the relevant section(s) below only for details that need updating and return to the CCMS Helpdesk upon completion (see bottom of form for details).

Organisation Name

Organisation ID CCB Approval ID/s

Date changes take effect

Changes to general contact information

General E-mail

If you have changed your service email address, please enter a valid e-mail address for the receipt of CCMS messages here.

Telephone and Fax

If you have changed your telephone and/or fax numbers, enter the new telephone numbers for the service here.

Telephone Number Fax Number

Postal Address

Street

Suburb

City State Postcode

Adding or removing Authorised Persons

Definition - Authorised Persons have permission to perform a range of interactions with the the Department of Education (the department) including:

- notifying the department of the cessation of operations
- changing bank account details and other information regarding the child care service
- adding and removing Authorised Persons and Service Contacts
- authorising data submission transactions to the CCMS
- querying fee reduction entitlement on behalf of families

Adding Authorised Person

Enter the details of new authorised persons.

Note that the authorised persons will need to sign the form where indicated.

Person 1

Name	<input type="text"/>		
Position	<input type="text"/>		
Email	<input type="text"/>		
Telephone Number	<input type="text"/>	Date of Birth	<input type="text"/>
Signature of authorised person	<input type="text"/>		

Person 2

Name	<input type="text"/>		
Position	<input type="text"/>		
Email	<input type="text"/>		
Telephone Number	<input type="text"/>	Date of Birth	<input type="text"/>
Signature of authorised person	<input type="text"/>		

Removing Authorised Persons

Enter the details of authorised persons to be removed:

Person 1

Name	<input type="text"/>		
Position	<input type="text"/>		
Email	<input type="text"/>		
Telephone Number	<input type="text"/>	Date of Birth	<input type="text"/>

Person 2

Name	<input type="text"/>		
Position	<input type="text"/>		
Email	<input type="text"/>		
Telephone Number	<input type="text"/>	Date of Birth	<input type="text"/>

Adding Service Contacts

Service contacts have permission to discuss the family fee reduction entitlement and CCMS transaction processing results with the department. They can notify the department of non-financial contact details including:

- service email addresses,
- postal address, and
- telephone and fax numbers.

Service contacts do not have permission to notify the department of any other changes to the information the holds about a service.

Person 1

Name

Position

Email

Telephone Number Date of Birth

Person 2

Name

Position

Email

Telephone Number Date of Birth

Removing Service Contacts

Enter the details of Service Contacts to be removed

Person 1

Name

Position

Email

Telephone Number Date of Birth

Person 2

Name

Position

Email

Telephone Number Date of Birth

Authorised Persons

As the authorised persons for this service, we confirm the above details are correct. We acknowledge that providing false or misleading information is a serious offence.

Name	<input type="text"/>		
Position	<input type="text"/>		
Signed	<input type="text"/>	Date	<input type="text"/>

Name	<input type="text"/>		
Position	<input type="text"/>		
Signed	<input type="text"/>	Date	<input type="text"/>

This form needs to be signed by two Authorised Persons from your organisation.

Authorised Persons are those persons from your organisation that have previously been identified to the department as having the authority to make changes to organisation or service details.

The Department of Education CCMS Helpdesk Contact Information

This form should be sent to the CCMS Helpdesk for actioning. You can return the form to helpdesk via any of the contact methods listed below. To speak to a helpdesk officer, call 1300 667 276.

Mail: GPO Box 9880, Canberra, ACT 2601

Facsimile: 1300 663 429

E-mail: CCMShelpdesk@deewr.gov.au