Account Administrator change request form

Enquire Grant Registration Portal (GRP)

By completing this form, you declare to Sport, within the Department of Sport, Racing and Olympic and Paralympic Games (Department), that you are replacing the current registered Primary Contact/Account Administrator (Key Contact) for your stated organisation in one or both of the Enquire systems.

The Primary Contact/Account Administrator (Key Contact) is the person authorised to act on an organisation's behalf, including maintaining up-to-date account information e.g. bank account and contact details. They are responsible for inviting other organisation contacts (who may access the portal on behalf of an organisation). Refer to page two for role types authorised to be a Primary Contact/Account Administrator (Key Contact).

I want to replace the E1 Primary Contact (historical grant programs)	☐ Yes ☐ No
I want to replace the E2 Key Contact (vouchers, Disaster Recovery and future programs)	☐ Yes ☐ No
The former Primary Contact/Account Administrator (Key Contact) can be removed as they are no longer with the organisation or manage the account.	☐ Yes ☐ No
Organisation legal name as per Australian Business Register	
Organisation Australian Business Number (ABN)	
New Contact Full Name	
New Contact Position Title	
New Contact Mobile	
New Contact Phone	
New Contact Email	

Declaration

By submitting this form, I declare that:

1. The information supplied in this form, to my knowledge, is true and correct.
2. I am authorised to make the above changes on the organisation's behalf.
3. I accept that missing/incorrect information will result in this request being declined and a new form will need to be submitted.

Authorisation

I authorise the Department to carry out account updates as specified in this form, which may involve an authorised Departmental officer or the third-party portal administrator (Enquire - Tactiv Pty Ltd) accessing the organisation's account. I acknowledge that the personal information provided in this form will be used to verify the authorised representative of the organisation and to facilitate communication regarding this request. The Department will handle this personal information in accordance with the ***Information Privacy Act 2009*** (Qld). For more information, refer to the Department's Information Privacy Policy. This authorisation remains valid until the requested updates are completed or until written notice of revocation is provided by the organisation.

(Insert duly authorised representative's name)	(***Signature of duly authorised representative)***

Position

Email: Date:

If you need assistance completing this form, please contact your Regional Service Area.

Please email the completed contact change request form to srsgrportal@sport.qld.gov.au with the subject line "Contact change request form".

What position can be a Primary / Account Administrator (Key Contact)?

We recommend one of these positions as an authorised Primary Contact/Account Administrator (Key Contact):

- President
- Vice President
- Treasurer
- Secretary
- Chairman/Chairperson
- Chief Executive Officer
- Chief Financial Officer
- Chief Operating Officer
- Business Manager
- Centre Manager
- Co-Founder
- Commodore
- Director
- Finance Director
- Founder
- General Manager
- Manager
- Managing Director
- Mayor
- Partner
- Principal
- Vice Chancellor

For further support managing your business account and contacts:

- E1: Grant Registration Portal - FAQ's
- E2: Enquire Cloud Support Portal