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| **Register of Employees Amendment Form** |  |

**About this form**

Use this form to maintain the ‘Register of Employees’ attached to your commercial Wildlife Licence. Completed forms can be returned to:
**Conservation Regulator** - **Department of Energy, Environment and Climate Action**, **475 Mickleham Rd, Attwood VIC 3049** or may be emailed to: – **wildlifelicensing@deeca.vic.gov.au**

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| **1. Commercial Wildlife Licence Details** |
| Wildlife Licence no. |  | Licence holder’s name |  | Telephone no. |  | Fax no. |
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| **2. Add Employees** *(Please attach a separate sheet if more space is required)* |
| The Licence Holder must provide employee details to DEECA (in writing) within 10 business days of any person starting in their business and who is acting in accordance with the wildlife licence. |
| Employee’s full name | Date of birth | Residential address | Telephone | Role | Start date |
|  |  |  |  |  |  |
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| **3. Remove Employees** *(Please attach a separate sheet if more space is required)* |
| The Licence Holder must notify DEECA (in writing) within 10 business days of any person leaving their business and who is acting in accordance with the wildlife licence. |
| Employee’s full name | Date of birth | Residential address | Telephone | Role | Finish date |
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| **4. Declaration** |
| “I declare that all details on this form are true and correct.” |
| Full name and position |  | Date of birth |
|  |  | / / |
| Signature |  | Date of declaration |
|  |  | / / |
| Capacity | 🞏 Licence Holder | 🞏 Nominated Responsible Person |  |

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*The Department of Energy, Environment and Climate Action (DEECA) is committed to protecting personal information provided by you in accordance with the principles of the Victorian privacy laws. The information you provide will be used to monitor compliance with licence conditions and to provide information about any changes to legislative requirements. Your contact details may also be used by DEECA or its contracted service providers under confidentiality agreements to survey you about your experience with DEECA or to seek feedback related the keeping of wildlife. A licence may not be issued if the information required is not provided.*

*The information you provide will also be made available to any authorised law enforcement agency.*

*You may access the information you have provided to DEECA by contacting the Privacy Coordinator on (03) 136 186.*