

Please complete this form in BLOCK LETTERS using BLACK or BLUE pen only.

15/12/10

Employer number (if known)

### Section 1 – Employer Details

Company/business name

Australian Business Number ('ABN')

Business address

Suburb

State

Post code

Email address

Telephone

Fax

### Section 2 – Preferred User ID Code (5 to 12 characters)

Please nominate your preferred User ID code. We will endeavour to provide you with one of your preferred User ID codes (subject to availability).

**Note:** Usernames may only contain a combination of letters and/or numbers.

Preference 1

Preference 2

Preference 3

### Section 3 – Employer Authorisation

I acknowledge that I have read and understood the Terms and Conditions of use of the FOCOnline service detailed overleaf.

Employer representative signature

Date

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**SEE OVERLEAF FOR IMPORTANT INFORMATION**

## FOCOnline Terms and Conditions

These are the current Terms and Conditions for the use of FOCOnline (our member and employer internet site). By completing and signing this form you agree:

- to use **FOCOnline** only in accordance with these Terms and Conditions;
- to use **FOCOnline** to access information you are properly authorised to access;
- that if you delegate access to **FOCOnline** to another person, you will be fully responsible for that person's use of **FOCOnline** under that delegation;
- to keep your **FOCOnline** Username and Password confidential and not to disclose them to anyone;
- not to record your **FOCOnline** Username and Password in the same place or in a manner in which their confidentiality could be compromised;
- to notify us immediately if you believe that the security of your **FOCOnline** Username and Password have been compromised or if **FOCOnline** has been accessed by an unauthorised person;
- that we will only act on completed communications and we will not be liable for any loss or delay resulting from the non receipt of any transmission;
- to use information that you obtain by using **FOCOnline** only for lawful purposes;
- to tell us if your contact and account details change;
- that we may permit anyone to use **FOCOnline** (including accessing account information) provided they use a valid **FOCOnline** Username and Password, whether such use was authorised by you or not;
- that any instructions for using **FOCOnline** provided to you or posted on this website from time to time, form part of these Terms and Conditions;
- that we may amend these Terms and Conditions at any time by posting the amended Terms and Conditions in order to continue to use **FOCOnline**;
- that we may withdraw or restrict your **FOCOnline** access at any time;
- that we will take reasonable steps to ensure that the information which you access by using **FOCOnline** is accurate and up-to-date;
- that we make no warranty that the use or operation of **FOCOnline** will be uninterrupted or error-free or that **FOCOnline** is suitable for any particular purpose or have any performance, functionality or security features except as we are required to provide by law;
- that we are not liable for, and you indemnify us in respect of, all claims arising from the use of **FOCOnline**, your **FOCOnline** Username and Password or otherwise than in accordance with these Terms and Conditions to the extent permitted by law that our liability is limited to resupplying **FOCOnline** services; and
- that we may handle your personal information in accordance with our Privacy Policy as amended from time to time.

### OFFICE USE ONLY – Administration Department FoC

Entered by

Date

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Checked by

Date

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