



NOTES FOR REPRESENTATIVE

- WorkCover WA provides an electronic document system (EDS) for the lodgement of applications and documents related to disputes called **WorkCover WA Online**. Unless a party is exempt from using the EDS, all documents must be lodged via WorkCover WA Online. Exempt parties can also use the EDS if they wish. Registration as a user of WorkCover WA Online is easy and can be done via our website.
- Further information is available in the **Guide to the Workers Compensation Conciliation Service** and can be found on our website or by contacting WorkCover WA's Advice and Assistance line on 1300 794 744.

If WorkCover WA Online is available for use, legal practitioners and authorised agents are required to lodge a Notice of Representation via use of WorkCover WA Online rather than using this form. If WorkCover WA Online is unavailable during the normal business hours of the Conciliation Service, this form may be lodged via email to conciliation@workcover.wa.gov.au

SECTION A - CASE DETAILS

1. Case number
2. Applicant
3. Respondent

SECTION B - REPRESENTATIVE CONTACT DETAILS

4. Representative details

| | | | | | |
|--|--|-------|--|----------|--|
| Company name | | | | | |
| Name of legal practitioner or authorised agent | | | | | |
| Postal address | | | | | |
| City/Suburb | | State | | Postcode | |
| Phone | | | | Mobile | |
| Email | | | | | |

5. Representing the *(tick relevant box)*

Worker

Employer

Dependant

Other *(please indicate)*

SECTION C - REPRESENTATION DETAILS

Complete whichever is relevant

6. Type of representative *(tick relevant box)*

Legal practitioner

Authorised agent pursuant to s 303(a)

7. Appointment as representative
Effective date

Previous representative
(if applicable)

8. Cessation as representative
Effective date

SECTION D - SIGNATURE OF REPRESENTATIVE

Signature

Name

Date