SPEAR Organisation Registration Form – Lodging Party

Once completed, this form can be sent via email to spear.info@delwp.vic.gov.au or provided during your SPEAR sign up appointment.

Organisation Information	
Organisation Name (this will be displayed in SPEAR)	
Email address for SPEAR notifications	

Regional Office Details (leave section blank if not creating a regional office)		
Regional Office * (e.g. Bendigo, Geelong, etc.)		
Office address	Unit No / Street No	
	Street Name	
	Suburb	Postcode
Postal address (if different from above)	Post Office Box	*or* Street No
	Street Name	
	Suburb	Postcode
Phone (Switchboard number)		
Fax (if applicable)		
TTY number (if applicable)		
Public email address (generic organisational email address)		
Name of Local Administrator (contact details to be included in table below)		

* Regional office names will be appended to the organisation name in SPEAR – e.g. Smith Conveyancing – Bendigo
Note: You will need to supply a separate form for each office requiring registration for SPEAR.

	First name	Last name	Phone Number	Direct work email address	Access Type • Standard • Password • Digital Signing (sign forms)	Authorised to Pay & Lodge • Yes • No
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