**Licensees record of appointed managers.**

*(Copies of Managers Certificate, renewals and notifications must be kept)*

**Certificated Managers**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date of appointment** | **Full legal name** | **Date of birth** | **MC number** | **MC expiry date** | **Date notification sent to DLC (keep copy)** | **Date terminated (left)** |
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**Acting Managers**

*Note: for periods of up to three weeks at a time for a genuine emergency. Or aggregate of 6 weeks in a 12 month period for a manager to take leave*

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| --- | --- | --- | --- | --- | --- | --- |
| **Date of appointment** | **Full legal name** | **Date of birth** | **Finish date of appointment** | **Reasons for appointment**  | **Name of manager replacing** | **Date notification sent to DLC (keep copy)** |
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**Temporary Managers**

*Note 1: \*\*Temporary managers can only be for up to 48 hours unless a formal application for a manager’s certificate is filed*

*Note 2: When the Managers certificate is formally issued details should be entered and notified as a full manager.*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of appointment** | **Full legal name** | **Date of birth** | **\*\* Date of application for managers certificate (if longer than 48 hours)** | **Reasons for appointment**  | **Name of manager replacing** | **Date notification sent to DLC (keep copy)** | **Date MC issued or refused and appointment ceases** |
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