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)

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

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)

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.

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