

## Amendment to Records Request Form

Use this form if you believe the records held by AEATS are incorrect and need to be amended.

Full Name:	
USI:	
Date:	

Please explain which records need to be updated and why they are incorrect.

Please attach evidence that proves the records are incorrect. List the evidence here.

Please provide your contact details in case we need to get in touch with you about this request.

Signed:	
Print Name:	
Date:	

Please return this form to our office via any of our personnel or [admin@aeats.com.au](mailto:admin@aeats.com.au)  
 We will notify you in writing of how we have responded to this request.