

*This form is used to add a commercial activity to the Legal & Compliance register.  
This form should be typed rather than handwritten (apart from the signature field).  
Please submit the completed form to Jonathan Higginson by email at [j.higginson@unsw.edu.au](mailto:j.higginson@unsw.edu.au).*

## Commercial Activity Definition

Does this qualify as a "commercial activity" under the UNSW Guidelines for Commercial Activities? \_\_\_\_\_

*If you are unsure, please refer to the Guidelines or contact Jonathan Higginson on x59368.*

## Activity Details

Faculty / Division \_\_\_\_\_ School / Centre \_\_\_\_\_

Activity Name (brief title) \_\_\_\_\_

Activity Category \_\_\_\_\_

Activity  
Description

Finance Project Code \_\_\_\_\_ *If this code has not been obtained yet, please do so and provide it as soon as possible.*

Start Date \_\_\_\_\_ End Date (if known) \_\_\_\_\_

## Contact Details

*Please enter the details for the person who is the primary UNSW contact in relation to the activity.*

Name \_\_\_\_\_ Position \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

## Parties Involved

*Please enter the names of the main individuals and/or organisations involved in the activity.*

UNSW Parties Involved \_\_\_\_\_

External Parties Involved \_\_\_\_\_

## Company Details

*If the activity will be conducted by a company, please enter the details below.*

Company Name \_\_\_\_\_ ACN \_\_\_\_\_

## Evaluation & Approval Process

Was a written proposal prepared for the activity in accordance with Section 4 of the Guidelines? \_\_\_\_\_

Was the activity evaluated and approved in accordance with Section 5 of the Guidelines? \_\_\_\_\_

List any units within UNSW from which advice has been obtained in relation to the activity (eg, Legal, Finance, HR).

## Governing Body

*If the activity has a governing body, please enter the details of any UNSW appointments to the body.*

| Appointee's Name | Position | Term |
|------------------|----------|------|
|                  |          |      |
|                  |          |      |
|                  |          |      |
|                  |          |      |
|                  |          |      |
|                  |          |      |

## Location Of Records

Where are records related to the evaluation, approval and conduct of the activity stored?

If there is a UNSW Registered File associated with the activity, please enter the file number. \_\_\_\_\_

## Approval

*This section must be signed by an "Approval Authority" as defined in the Guidelines. Generally, this is the Dean or Division Head.*

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_