

## Draft Letter to apply for a declaration

Assistant Secretary  
Copyright and Classification Policy Branch, Territories and Information Law Division  
**Attorney-Generals Department**  
3-5 National Circuit  
**BARTON ACT 2600**

Date \_\_\_\_\_

Dear Sir or Madam

Our organisation, \_\_\_\_\_,  
*<insert name of organisation, and include ABN/ACN number etc>*

of \_\_\_\_\_  
*<insert address, State and Postcode of organisation>*

would like to apply to the Attorney-General to be declared as

- \*an institution assisting persons with a print disability; and/or  
 \*an institution assisting persons with an intellectual disability  
under s.10 of the *Copyright Act 1968* and in accordance with s.10A(1).

\*tick whichever applies  
to your organisation

One of our principal functions is the provision of assistance to persons with

- a print disability  
 an intellectual disability

Details of this provision of assistance are as follows:

*[provide a brief description of the nature of the disability, how the institution assists those with the relevant disability, and the activities proposed to be undertaken in respect of which the statutory licence will assist]*

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To assist the Attorney-General in making a decision as to declaration, we attach:

1. A copy of our annual report; [and/or]
2. Other information outlining the vision statement, purpose, functions and activities of our organisation.

We look forward to receiving prompt declaration so our institution may undertake copying and communication in accordance with the relevant statutory licence under Part VB of the Copyright Act.

Should you need to discuss this application, the appropriate contact person in our organisation is:

NAME & JOB TITLE	TELEPHONE	FAX	EMAIL

Yours sincerely

<your name & organisation >