# 

# 1. NAME

*The name by which the commercial activity is to be known*

# 2. ADDRESS

*The principal address from which the commercial activity will be conducted*

# 3. COMMERCIAL ACTIVITY MANAGER / HEAD OF BUDGET CENTRE

*The details of the person responsible for proposing, managing and/or controlling the activity on a day-to-day basis (Commercial Activity Manager) and the details of the head of the Budget Centre responsible for the operation of the commercial activity*

# 4. REGISTERED FILE NUMBER

*The TRIM number of the file where all required documentation is kept in accordance with clause 15 of the* [*Statutory Guidelines for Commercial Activities*](https://auth.csu.edu.au/http:/www.csu.edu.au/adminman/leg/guid-stat-Comm-Activities-070809.pdf) *(i.e. the Commercial Activity Proposal comprising this Form and the Business Case including the information required by clause 13.5 of the Guidelines).*

# 5. DESCRIPTION OF THE COMMERCIAL ACTIVITY

*A detailed description of the commercial activity*

# 6. FUNCTIONS OF THE COMMERCIAL ACTIVITY

*A listing of the specific functions to be performed by the commercial activity*

# 7. GOVERNANCE AND MANAGEMENT OF THE COMMERCIAL ACTIVITY

*A detailed description of the governance and management of the commercial activity*

*Where the commercial activity is to have a governing board, include:*

1. *the terms of reference of the governing board (e.g. the Constitution, Articles of Association, Joint Venture contract or similar document)*
2. *the method of appointment of the governing board;*
3. *the criteria as to skills, qualifications and experience that will be used to determine the appointment of the members to the governing board and how this will be determined from time to time; and*
4. *the names and contact details of each proposed member of the governing board.*

*Information about the governing board may be included in an Attachment to this Form.*

# 8. REVIEW OF REGISTERED COMMERCIAL ACTIVITIES

*Registered commercial activities must be reviewed at least every three years. Please provide the date of the last review of the commercial activity and the next scheduled review date (if known).*

# 9. ATTACHMENT

*Details of the governing board for the commercial activity, if not included at clause 7*

# 10. SIGNATURE AND AUTHORISATION

*Please ensure that the Vice-Chancellor has approved the completed form before submission to the University Secretary and place a copy on the Registered File for the commercial activity.*

*I certify that the information provided on this Form is complete, current and correct and that a Business Case has been prepared for this commercial activity as part of the Commercial Activity Proposal and is included on the Registered File for this activity.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *[name] Budget Centre Head / Commercial Activity Manager* |  | *Signature* |  | *Date* |

*Approved by Vice-Chancellor:* 🗌 *Yes* 🗌 *No*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Signature* |  | *Date* |  |  |

# 11. REGISTER OF COMMERCIAL ACTIVITIES

*Upon receipt of this Form the University Secretary may register the commercial activity on the Register of Commercial Activities, or may request further information from you before registering the commercial activity.*

*The Commercial Activity Manager will be asked to review this Form annually to ensure the information provided is complete and accurate.*