



**Queensland
Government**
Queensland Health

Old Transcultural Mental Health Centre
519 Kessels Road, Macgregor
PO Box 6623, Upper Mt Gravatt Q 4122
PHONE: (07) 3167 8333
FAX: (07) 3167 8322

RESOURCE BORROWER REGISTRATION FORM

**THIS FORM MUST BE COMPLETED BEFORE ANY
RESOURCE/S CAN BE BORROWED**

SURNAME:

GIVEN NAMES:

HOME ADDRESS:

.....POST CODE

HOME PHONE: MOBILE NUMBER:

OCCUPATION:

EMPLOYER:

WORK ADDRESS:

..... POST CODE.....

WORK PHONE: WORK FAX:

TWO FORMS OF IDENTIFICATION: 1.....

2.....

IMMEDIATE SUPERVISOR:

NAME:.....

ADDRESS:

PHONE NUMBER:

PLEASE READ CONDITIONS OF REGISTRATION OVER PAGE

CONDITIONS OF REGISTRATION

I, the borrower of resources from the Queensland Transcultural Mental Health Centre:

1. Agree to abide by any loan or other conditions as stipulated by the Queensland Transcultural Mental Health Resource Centre.
2. Agree not to re-lend items to other individuals or organisations.
3. Accept full responsibility for the care of, and if necessary the replacement of, any item/s borrowed.
4. Understand that the Queensland Transcultural Mental Health Centre will require payment of any costs incurred in the restoration or replacement of any item/s damaged or lost (including an administration fee of \$30.00) whilst on loan to myself, the borrower.
5. Agree to pay a late fee of 50 cents per day for all overdue items.
6. Agree that the loan period is 14 days (two weeks), unless extension is sought.
7. Agree to notify Queensland Transcultural Mental Health Centre of any change of details relating to this registration.

SIGNED: **DATE:**

OFFICE USE ONLY

CHECKED BY:..... **DATE:**