



## Request for Replacement Certificate

If you've misplaced your course certification, we would be happy to organise for a replacement. Please note, we must submit all requests via our Registered Training Organisation. There is a small fee to cover administrative costs and replacement certificates may take around 4 weeks to be processed. Further information can be found within our terms and conditions at: [www.th9.com.au](http://www.th9.com.au)

<b>1. Your name and course details</b> <i>Please provide details of the course you completed</i>	
Your full name	
Phone	
Email	
Course title	
Date	
Location	

<b>2. Billing details</b> <i>Please provide billing details and a current address to which we may post your certificate</i>	
Business name	
Business ABN/ACN	
Business postal address	
Accounts payable contact name	
Accounts payable email	
Accounts payable phone	

<b>3. Agreement</b> <i>By submitting this request, I agree that a Tax Invoice will be generated and sent to the accounts payable address listed above. I understand that payment will be required prior to a replacement certificate being issued</i>	
Signed	
Full name	
Date	

Please return your completed form via either of the following means:

**Email:** [info@th9.com.au](mailto:info@th9.com.au)

**Post:** 98 Venz Road | NOBBY | QLD | 4360