



TAMS RTO Portal/TRS-NET EXIT NOTIFICATION FORM

(RTO'S/AASN'S/EMPLOYERS/AUSTGOV)

Complete ALL sections in clear writing, provide details in full and email to ict.servicedesk@dtwd.wa.gov.au.

If the user has more than one profile, please specify the organisation(s).

Confirmation will be sent to the Legally Responsible Officer as provided in Section 3.

1. USER DETAILS

User's ID (if known):

NTIS/Org ID:

User's First Name:

User's Surname:

User's Email:

Organisation: ABN:

Effective Date:

2. PLEASE REMOVE ACCESS TO THE FOLLOWING SYSTEMS:

TAMS USERS:

TAMS RTO Portal users

TRS-NET USERS:

TRS (ATSN Restricted)

Travel & Accommodation Allowance (RTO Claim Manager)

3. LEGALLY RESPONSIBLE OFFICER (LRO) APPROVAL:

LRO's Name: _____

LRO's Email Address: _____

LRO's Contact Number: _____

LRO's Signature: _____ Date: _____