



### Form 3: Notice of Change of Representative

#### Instructional Guide

Form 3 must be completed where a Party has already appointed a Representative by submitting Form 2 and now intends to be represented by another person in the Challenge Proceedings.

A representative is defined in Rule 1.1 of the Hearing Rules and Procedures for Part V Challenge Proceedings as,

*“ an Attorney-at-Law or such other suitably qualified and experienced person which may include but is not limited to an engineer, quantity surveyor, valuator, agent or such person as shall be recognised by the Office of Procurement Regulation for the purposes of representing a Party to the Challenge Proceedings”.*

This Form must be filed and served on every Party to the Challenge Proceedings. Form 1: Confirmation of Service must therefore be filed after this Form has been served.

Below is a list of the information that must be stated in Form 3.

1. State the full name of the Party on whose behalf the new Representative will act;
2. State the full address of the Party on whose behalf the new Representative will act;
3. State the full name of the new Representative;
4. State the full address of the new Representative;
5. State the email address of the new Representative;
6. State the telephone/ mobile contact of the new Representative;
7. State the occupation of the new Representative;
8. Indicate the Party on whose behalf the new Representative will act i.e. the Supplier/ Contractor, Procuring Entity or Interested Party;
9. State the name of the previous representative who is being replaced.