

Dear NDIA Representative/ Local Area Coordinator:

Participant Name : _____

NDIS Number : _____

In reference to the above participant details, I formally request for plan management to be included in my plan.

I do not have the capacity to effectively manage my NDIS funding and/ or would like assistance of a plan manager to help pay for services from one or more unregistered providers.

I believe this will enable me to manage my funding more effectively in line with plan goals.

This request is made inline with s.43(2) of the NDIS Act, which can be referenced to in the below NDIS legislation:

<http://www.ndis.gov.au/operational-guideline/planning/managing-funding-supports>

I appreciate this request be actioned urgently. Any questions about the above request can be directed to Xlerate on 1300 110 147 or via email info@xlerate.com.au .

Your Sincerely,

Name: _____

(Participant/ Authorised Representative)

Signature: _____

Date: _____