

VCPM Endorsement Instruction

Please kindly follow these steps:

1. Ring NDIA National Call Centre on 1800 800 110 (hotline available from 8am-8pm)
2. Mention to them that you endorse **Velvet Care Plan Management (VELVET CARE PLAN MANAGEMENT PTY LTD; Organization Id: 405 010 4340/Registration ID: 4-HDHNQXP)** as your Plan Manager.

Registration ID:	4-HDHNQXP
Organization ID:	405 010 4340
Trading name:	VELVET CARE PLAN MANAGEMENT PTY LTD
Legal Name:	VELVET CARE PLAN MANAGEMENT PTY LTD
ABN	69 653 349 332

3. Given consent to VCPM for your NDIS information
4. Please advise VCPM once this has been completed. Only after that will VCPM be able to pick up invoices and clear them as needed for all providers.

Please do not hesitate to contact me should you require any assistance.

Thank you.

Kind Regards,

Crystal Chan
VCPM Plan Manager & Director

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