

## Instructions for completion of QLD Application for Registration - INDIVIDUAL

1. Please PRINT entire document
2. Complete where indicated with an X
3. Post your signed and completed form to:

Attn: Natasha  
103-109 Quarry Road,  
South Murwillumbah NSW 2484

4. Upload a copy of your driver's license front and back to Basecamp

### NOTE:

Please fill in the appropriate form that suits, **either** individual (personal name) **or** organisation (company name). If you are registering on behalf of your company, please disregard this form and download the *QLD Application for Registration – ORGANISATION* from [www.diggerking.com.au/rego](http://www.diggerking.com.au/rego)

Please also ensure that the driver's license uploaded in step 4 above matches the person who signs the form.



# Letter of Authority for Dealer/Agent to sign on behalf of individuals

*Transport Operations (Road Use Management) Act 1995 (TORUM)*

## Dealer/Agent to complete sections 1 and 11 only.

### 1. Vehicle details

Stock number  Registration number  Pay term  or Common Due Date (if applicable)  /  /

Make/model/series/badge

Number of cylinders/rotors  Fuel type (for example, petrol, gas)  Colour  Odometer reading  km/miles

VIN/Chassis number  Identification Plate date (compliance plate)  Month  Year

## Registered operator/s must complete sections 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11.

### 2. Registered operator/s details

The Customer Reference Number (CRN) is your Queensland (Qld) Driver Licence number, Adult Proof of Age (APA) or Photo Identification (Photo ID) Card number or reference number issued by the Department of Transport and Main Roads (TMR).

#### Evidence of Identity

All registered operators must provide original Evidence of Identity (EOI) at time of making this application. To find out what is acceptable, go to [www.qld.gov.au/EvidenceOfIdentity](http://www.qld.gov.au/EvidenceOfIdentity). If you have never held a Qld driver licence, Industry Authority, Marine Licence Indicator, Adult Proof of Age (APA) Card, Photo ID Card or do not have a Customer Reference Number (CRN) you will need to complete the *New Customer Application (Individual)* (F3503) or *New Customer Application (Organisation)* (F5379).

#### First Registered Operator

CRN

Driver Licence expiry date (if applicable)  /  /

Family name

Given names

Residential address

Postcode

#### Second Registered Operator (if applicable)

Role type: (✓ one box)  
Registered operator  Paying agent

#### The registered operator is: (✓ one box)

Individual  Registered company

CRN

Driver Licence expiry date (if applicable)  /  /

Individual's given/family names or Organisation name

Organisation's registration number (if applicable)

Vehicle garage address (must be in Qld, if the same as residential address write 'as above')

Postcode

A *Queensland Garaging Address Statement* (form F4408) must be signed and attached to this authority if the vehicle's principal depot or base of operations is in Qld, and the registered operator is unable to provide proof of a Qld garaging address.

**Note to dealer/agent:** Dealerships/Agents on the Easy Business Scheme, in order to accept and approve the statement a photocopy of the verifying person's Qld driver licence must also be provided.

### 3. Authority to sign

Name of motor dealer/agent

Authorisation is hereby given for:

to sign on my/our behalf to register/transfer the registration of the described vehicle, being registered in the above name/s.

### 4. Personalised/customised plates

Are existing Personalised Plates to be attached?

No  Go to Q5 Yes  Plate number

**Note:** If personalised plates are being attached, a *Remove and/or Attach Personalised/Customised Number Plate/s Application* (form F2964) must be signed and attached to this authority.

**5. Plate Type to be used for vehicle registration?**

Sequential Classic plates are personalised plates which incur additional costs. Once issued, the registered operator/s will be the personalised plate owner/s

General issue (maroon on white)  Sequential Classic (white on black)

**6. Purpose of use**

Private  Dealer  Taxi  Limousine  Farming   
 School activities only (transporting children, teachers)  Driver training or tuition  Non profit  Public passenger service  Booked hire   
 Licensed tow truck  TransLink urban service  Commercial  Rental (self driver)  Booked hire rental   
 Special Purpose Limousine  Emergency

**7. Concession details**

Are you applying for concessional registration?

No  Yes  A concession application must be completed and proof of entitlement may need to be supplied with this application. For more information about vehicle registration concessions and requirements, go to [www.qld.gov.au/transport/registration/fees/concession](http://www.qld.gov.au/transport/registration/fees/concession)

**8. Duty**

What is the dutiable value of the vehicle?

\$

Are you exempt from paying vehicle registration duty? A list of duty exemptions can be found at [www.qld.gov.au/transport/registration/fees/duty](http://www.qld.gov.au/transport/registration/fees/duty)

No  Yes  Please provide exemption description

**Duty Objection Rights**

When you lodge this application, it becomes an assessment of vehicle registration duty under the *Duties Act 2001*. An objection against this assessment may be lodged with the Commissioner of State Revenue under Part 6 of the *Taxation Administration Act 2001* within 60 days of lodgement.

**9. Compulsory Third Party (CTP) insurance**

There are three licensed CTP insurers in Qld. You need to select your CTP insurer from the list below. I/We have independently chosen as the CTP insurer:

QBE  Allianz  Suncorp

It is an offence under the *Motor Accident Insurance Act 1994* for a person to interfere with documents related to your choice of CTP insurer. Maximum penalty may exceed \$21,000.00.

Are you entitled to claim the Input Tax Credit Entitlement (ITCE)?

No  Yes

GST registered businesses may be able to claim an ITCE. If unsure contact your tax advisor.

**10. Registered operator/s certification (Must be completed with an original wet ink signature only)**

The information and statements provided in this application are true and correct. I declare that I am authorised to represent the organisation and consent to TMR verifying my EOI documents or information with the issuing authority or their agencies.

Signature of first registered operator  Signature of second registered operator  Date

**Privacy statement:** TMR is collecting the information on this form for the purposes of maintaining the TMR vehicle registration register as required under the TORUM. TMR or its agents/contractors may use your information in its communications with you and where relevant, may give some of the information to vehicle insurers, statutory entities, insolvency entities, lawyers, persons involved in vehicle incidents/accidents, vehicle manufacturers, third parties who are involved in or intend to commence legal proceedings, tolling entities, law enforcement agencies and interstate registering authorities. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required to do so by law.

**11. Dealer certification**

I/We declare that all supporting documentation has been obtained and that EOI for all registered operators has been sighted in accordance with the relevant TMR form - S5385 or S5386.

Name (print name)  Signature  Date