

## Instructions for completion of QLD Application for Registration – ORGANISATION

1. Please PRINT entire document
2. Complete where indicated with an X, ensuring you include the CRN (Customer Reference Number) issued by Queensland Transport for your company, as this is required to register vehicles under a business name
3. Post your signed and completed form to:

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

4. Upload a copy of your drivers 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 as an individual, please disregard this form and download *QLD Application for Registration – INDIVIDUAL* 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 organisations

*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	Common Due Date (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>	or <input type="text"/> / <input type="text"/> / <input type="text"/>

Make/model/series/badge

Number of cylinders/rotors	Fuel type (for example, petrol, gas)	Colour	Odometer reading
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> km/miles

VIN/Chassis number	Identification Plate date (compliance plate)
<input type="text"/>	Month <input type="text"/> Year <input type="text"/>

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

### 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 evidence of identity at the time of making this application. Refer to the separate *Evidence of Identity Requirements for Individuals Information Sheet* (form S5385) or *Evidence of Identity Requirements for Organisations Information Sheet* (form S5386) for more information. If you don't have a CRN or you are an individual and you cannot provide an original Qld Driver Licence (that was current at any time within the last two years), APA or Photo ID card issued by TMR, a *New Customer Application (Individual)* (form F3503) or a *New Customer Application (Organisation)* (form F5379) must also be completed.

#### First Registered Operator

CRN

Organisation name

Business address  
  
 Postcode

Postal address  
  
 Postcode

The registered operator is: (✓ one box)

Registered company	<input type="checkbox"/>	Licensed motor dealer	<input type="checkbox"/>
Registered business	<input type="checkbox"/>	Trust	<input type="checkbox"/>
Government body	<input type="checkbox"/>	Incorporated association	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="text"/>	

Organisation's registration number (for example, the ACN)

#### Second Registered Operator (if applicable)

**Note:** If the first registered operator is a business name or trust, you must nominate one proprietor/holder of the business or a trustee of the trust as the second registered operator.

Role type: (✓ one box)

Registered operator	<input type="checkbox"/>	Paying agent	<input type="checkbox"/>
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The registered operator is: (✓ one box)

Registered company	<input type="checkbox"/>	Individual	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="text"/>	

CRN

Driver Licence expiry date (if applicable)  
 /  /

Organisation name or Individual's given/family names

Organisation's registration number (if applicable)

Vehicle garage address (must be in Qld, if same as business 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 <input type="checkbox"/>  | Dealer <input type="checkbox"/>                     | Taxi <input type="checkbox"/>       | Limousine <input type="checkbox"/>                | Farming <input type="checkbox"/>            |
| School activities only (transporting children, teachers) <input type="checkbox"/> | Driver training or tuition <input type="checkbox"/> | Non profit <input type="checkbox"/> | Public passenger service <input type="checkbox"/> | Booked hire <input type="checkbox"/>        |
| Licensed tow truck <input type="checkbox"/>                                       | TransLink urban service <input type="checkbox"/>    | Commercial <input type="checkbox"/> | Rental (self driver) <input type="checkbox"/>     | Booked hire rental <input type="checkbox"/> |
| Special Purpose Limousine <input type="checkbox"/>                                | Emergency <input type="checkbox"/>                  |                                     |   |   |

**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 evidence of identify documents or information with the issuing authority or their agencies.

Name (print name)

Signature of authorised representative

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/Agent certification**

I/We declare that all supporting documentation has been obtained and that evidence of identity for all registered operators and its representative has been sighted in accordance with TMR's *Evidence of Identity Requirements for Individuals Information Sheet* (form S5385) or *Evidence of Identity Requirements for Organisations Information Sheet* (form S5386).

Name (print name)

Signature

Date