

## CUSTOMER INFORMATION

**If you have disposed of this vehicle you are not entitled to cancel the registration, please complete a Notice of Disposal. An annual fee is payable for Personalised or Custom number plates. For more information go to [myplates.com.au](http://myplates.com.au) or phone 131 758**

Office Use  
Attachments

- NSW number plates always remain the property of Roads and Maritime Services (Roads and Maritime).
- Roads and Maritime does not replace lost, stolen or destroyed plates with the same content except in limited circumstances
- If you are not already recorded on the computer system of Roads and Maritime, you must attend a registry or service centre in person and provide proof of identity.
- If you are sending a representative to a registry or service centre to conduct business on your behalf, sign the declaration and fill in the Representative Authority section of this form (see section 8-10).
- Use Trader's Plate Application form 1100 to order or replace trader's plates.
- If your vehicle has Liquefied Petroleum Gas (LPG) or Compressed Natural Gas (CNG) installed, it is a legal requirement that the number plates on the vehicle must display an appropriate LPG or CNG Label. The LPG or CNG label must be attached without obscuring any information on the number plates. Heavy fines may apply if your vehicle does not have the appropriate label attached to the vehicle number plate.
- If you are issued a new registration label you must attach this to your vehicle. Note: From 1 Jan 2013 light vehicles (including motorcycles and trailers) up to 4.5 tonnes Gross Vehicle Mass no longer need to display a registration label.
- Direct Delivery terms and conditions are available online at [myplates.com.au](http://myplates.com.au).
- For number plate sales and enquiries contact MyPlates on 13 17 58 or go to [myplates.com.au](http://myplates.com.au).

### 1. Customer details

Customer/licence number

Customer or Organisation name

Residential/Business address

  
  


Postcode

Mailing address

  
  


Postcode

#### I would like to:

- Cancel registration **now go to 2**  
 Report lost/stolen/destroyed number plates **now go to 3**  
 Order number plates **now go to 4**  
 Collect or Replace number plates **now go to 6**  
 Return direct delivery or reserve number plates **now go to 7**

### 2 Cancel the registration

NSW Number Plate

Provide the incident date if the vehicle was stolen or written-off.

**Note: You will need to provide evidence of this date.**

day / month / year

You must return/account for all number plates associated to the vehicle.

- I have all number plates **now go to 8**  
 One or more of the number plates have been lost, stolen or destroyed **now go to 3**  
 My insurer has the number plates **now go to 8**  
 I would like the number plates reserved **now go to 7**

**3 Lost, stolen, or destroyed number plates**

NSW Number Plate

Type of plate

Vehicle  Cycle/Trailer  Auxiliary

How many plates are:

Lost  Stolen  Destroyed

When number plates have been stolen you are required to report the details to the NSW Police and obtain a Police event number. This can be done by phoning the Police Assistance Line on 131 444.

Police event number

I would like to:

Request replacement number plates  **now go to 6**

Report number plates as lost/stolen only (direct delivery)  **now go to 8**

**4 Order number plates**

Please note you can only order or remake plates that have not been lost, stolen or destroyed.

I want to remake the plates

I want to order personalised plates

I want to order an auxiliary plate

Enter content below and include spacing when needed.

Confirm the plate style. Write the exact name of the plate as shown in the myPlates brochure, for example Classic Red, Lipstick Pink, Classic Euro Black.

Are you ordering these Special Number Plates as a gift?

Yes  No  **now go to 5**

**Gift Plates**

Recipient Name

Recipient Residential/Business address

Postcode

NSW Driver licence, customer number or plate number who is to be issued with these plates

I would like to be advised that the plates are available for collection

I would like the recipient of the gift to be advised that the plates are available for collection

Nominated registry or service centre for collection

**now go to 8**

**5 Delivery options**

I have ordered number plates and would like them delivered to:

My nominated registry or service centre for collection

**OR now go to 8**

Have plates delivered

Delivery address (not available for gift plates, auxiliary plates or organisations)

Postcode

Mobile Contact number (a mobile number must be supplied for delivery options)

Email address

**6 Collect or Replace existing number plates now go to 8**

When collecting the new plates you must surrender all plates allocated to the vehicle. Complete section 3 if plates are lost, stolen or destroyed.

Current NSW Number Plate

I want to replace the number plates with:

**Standard number plates**

**(Roads and Maritime allocates style/content)**

Black and yellow (standard)

Black and White

Plate Style eg. colour, Euro, Theme

Style required

**now go to 8**

**OR**

**Pre-ordered plates**

If known what is the NSW plate number being collected

**now go to 8**

**OR**

**Reserve number plates**

If known what is the NSW plate number being collected

**now go to 8**

**7 Return direct delivery or reserve number plates**

When you reserve number plates, all plates allocated to your vehicle must be reserved, including auxiliary plates.

NSW Number Plate

I am returning plates

**OR**

I would like Roads and Maritime to reserve the plates (Plates can be reserved for up to 5 years)

How many years would you like to reserve plates?

At which registry or service centre would you like the plates reserved?

**now go to 8**

## 8 Privacy Statement

Roads and Maritime is collecting your personal information in connection either with your vehicle registration and/or in connection with your application for Special Number Plates and we may retain and use it:

- To process your application for Special Number Plates in accordance with the NSW road transport legislation and the *Motor Accidents Compensation Act 1999* (and all subordinate, amending, consolidating or replacing legislation)
- For driver licensing, motor vehicle, road transport or road safety purposes
- To facilitate the administration of Special Number Plates and for use in the operation of our Special Number Plate business.

You are required to provide this information under road transport legislation and we may refuse your application if you do not provide it

We may disclose your personal information to other driver licensing and vehicle registration agencies, to assess your application or verify the information you provide, and for inquiries about motor accidents. We may also disclose it to confirm compulsory insurance is current, to anyone proposing to acquire an interest in your vehicle, in respect of inquiries relating to stolen or abandoned vehicles, or to any joint Registered Operator of your vehicle.

We may disclose your personal information to any Concessionaire appointed to manage our Special Number Plate business, which as at the date of these Terms and Conditions is Plate Marketing Pty Ltd, to allow the Concessionaire to manage the Special Number Plate business.

If you are an Annual Fee Paying Customer, we or our Concessionaire may communicate special number plate marketing and customer service information unless you elect to opt-out by going to [myplates.com.au/update](http://myplates.com.au/update) where you can enter the plate number and your surname/business name. Otherwise, we will not disclose your personal information without your consent unless authorised by law.

Your personal information will be held by us at 20-44 Ennis Road Milsons Point, NSW 2061 and generally you can contact us or visit [service.nsw.gov.au/online\\_services](http://service.nsw.gov.au/online_services) to access or correct it.

## 9 Declaration

***Please read carefully before you sign.  
If you do not tell the truth you can be prosecuted.***

I declare that:

- I understand that Roads and Maritime may refuse an application for number plates or recall the plates after they are issued, if they are considered to be offensive or unsuitable.
- If ordering Special Number Plates, I have read and I accept the Terms and Conditions for issue of Special Number Plates available on the myPlates website [myplates.com.au](http://myplates.com.au).
- If you are applying for Special Number Plates for someone else (the recipient), you also warrant that the recipient has authorised Roads and Maritime's collection of the recipient's personal information from you, or you have no reason to believe the individual would object to their information being supplied and that the information about the recipient is accurate, up-to-date and complete.

All the information I have provided in this form is correct.

Signature

Date

day	/	month	/	year
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## 10 Representative Authority

*This authority must be completed if you send someone else to conduct business on your behalf.*

**I declare that the person named below is my authorised representative.**

Signature

Representative's details

NSW Driver licence/  
Customer number

Date of birth

day	/	month	/	year
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Name

Residential / Business address

Postcode

Sex

Male

Female

Roads and Maritime is collecting your personal information in connection with your appointment as the authorised representative of our customer. You are not required to provide your personal information but the transaction may not proceed without it. We may disclose your personal information for the purposes of verifying it or confirming your appointment and to any Concessionaire that may be appointed to operate our Special Number Plate Business. Your personal information will be held at 20-44 Ennis Road Milsons Point, NSW 2061 and you can to contact us to access or correct it.

Representative's Signature

Date

day	/	month	/	year
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**Office Use Only**

**Proof of identity**

Stand alone or primary proof

Document number

Secondary proof *(if necessary)*

Document number

Number of plates returned

Number of auxiliary plates returned

Old plates still on vehicle

**NSW Number Plate issued (if applicable)**

**CSO/service centre/Agency Officer signature**

**Staff number**

**Date**