

## CUSTOMER INFORMATION

Use this form to apply for a new, additional or replacement trader's plate. The following must be presented with this completed form at a registry or service centre:

Office Use Only  
Attachments

- A copy of your motor vehicle repairers licence or dealers licence, or other documents indicating relevant trade business qualifications or credentials.
- A letter describing your business activities and reasons why you require a new, additional or replacement trader's plate. **Note:** Tow truck, auto dismantling, taxi and licensed certifier operations, and the movement of written-off vehicles are not eligible uses for trader's plates.
- Copies of the last three months Trader's Plate Record of Use for existing trader's plates you hold if required in this form.
- Proof of identity for you or your representative.
- For organisations not already recorded as a Roads and Maritime customer, evidence of the organisation's corporate status (eg Certificate of Registration issued by the Australian Securities and Investment Commission, or Certificate of Incorporation issued by NSW Fair Trading). Government authorities or organisations incorporated under legislation must provide on letterhead the name of the Act under which they are incorporated.
- The applicable fee.

### 1. Is the trader's plate to be issue in the name of:

- a person  Go to 2  
a corporation  Go to 3

Have you previously conducted business with Roads and Maritime in another name? If 'yes' please specify

  
  


### 2. Customer details

If you are sending someone else to apply for a trader's plate in your name you must also complete the Representative Authority on this form. However, if you are not already recorded as a Roads and Maritime customer, you must attend the registry or service centre in person and provide Proof of Identity.

NSW driver licence/customer number

Surname

Given names

Legal and renewal notices will be sent to the residential address below unless an alternate mailing address is nominated. You must notify Roads and Maritime of your new residential and mailing address within 14 days of moving.

Residential address

  


Mailing address (if different from business address)

  


Date of birth

 /  /   
day / month / year

Sex

Male  Female  Go to 4

### 3. Corporation details

The corporation's director, chief executive, or a senior manager, or equivalent must sign this application at item 23. If you are sending someone else to apply for a trader's plate in the corporation's name you must also complete the Representative Authority on this form.

Customer number (if issued)

Name

Legal and renewal notices will be sent to the business address below unless an alternate mailing address is nominated. You must notify Roads and Maritime of your new business and mailing address within 14 days of moving.

Business address

  


Mailing address (if different from business address)

  


Evidence of incorporation required  
ACN, ARBN (or other)

ABN (if applicable)

### 4. Contact details

Phone number

Fax number

Mobile number

Email address

### 5. What type of business are you?

Manufacturer  Dealership  Repairer

Other: \_\_\_\_\_

### 6. Where will the plates be stored when not in use? (i.e. safe, filing cabinet)

**7. Industry licence details**

Motor vehicle repairers licence or dealer's licence number  
(if applicable)

Expiry date

  
day / month / year

**8. Nominate a registry or service centre at which the trader's plate will be collected.**

**9. What are you applying for?**

New trader's plate  Go to 10

Additional trader's plate  Go to 14

Replacement trader's plate  Go to 19

**NEW**

**10. Trader's plate type required**

Motorcycle  Trailer  Vehicle

**11. How many trader's plates are you applying for?** \_\_\_\_\_

**12. How often will the trader's plate(s) be used?** \_\_\_\_\_

**13. Attach a detailed description of your business activities and reasons why you require the trader's plate(s) on a company letterhead.**

Go to 23

**ADDITIONAL**

**14. List the numbers of all existing trader's plates you hold**

  

**15. Additional trader's plate type required:**

Motorcycle  Trailer  Vehicle

**16. How many trader's plates are you applying for?** \_\_\_\_\_

**17. Attach a detailed description of you business activities and reasons why you require the additional trader's plate(s) on a company letterhead.**

**18. Attach copies of the last three month's Trader's Plate Record of Use for all existing trader's plates you hold.**

Go to 23

**REPLACEMENT**

**19. Trader's plate number to be replaced**

**20. I am applying for a replacement trade plate because my current plate is:**

Damaged  Lost  Stolen  
 Destroyed  Confiscated

**21. Police event number, for stolen plates** \_\_\_\_\_

**22. Attach copies of the last three months Trader's Plate Record of Use for the trader's plate to be replaced.**

**23. Customer Declaration and Privacy Statement**

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

Roads and Maritime is collecting your personal information in relation to your application for a trader's plate and may retain and use it for driver licensing, motor vehicle, road transport and safety purposes.

You are required to provide your personal 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, for inquiries about motor accidents, to confirm compulsory third party (bodily injury) insurance is current, to anyone proposing to acquire an interest in your vehicle and in respect of inquiries relating to stolen or abandoned vehicles. Otherwise we will not disclose your personal information without your consent unless authorised by law.

We are subject to the *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*. Your personal information will be held by us at 101 Miller St North Sydney NSW 2060. You have the right to access or correct it.

You declare that:

The information on this form is true and complete

You have read and accept the Trader's Plate Conditions of Use.

Under road transport legislation, it is an offence to attempt to obtain trader's plates by a false statement or any misrepresentation or other dishonest means.

Signature

Capacity if representative of a corporation

Date

  
day / month / year

**24. Representative Authority**

*This authority must be completed if you are sending someone to apply for a trader's plate in your name. However, if you are not already recorded as a Roads and Maritime customer, you must attend the registry or service centre in person and provide Proof of Identity.*

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

**Representative's details**

NSW driver licence/customer number

Date of birth

Sex

  
day / month / year

Male  Female

Surname

Given names

Residential address

  

Signature

Capacity if representative of a corporation

Date

  
day / month / year

**Office Use Only**

Registry or service centre location

Applicant's customer number

**POI presented and verified**

Stand alone or primary proof

Document number

Secondary proof *(if required)*

**Incorporated organisation**

ACN or ARBN other *(specify document)*

**Other required documents**

Document(s) provided *(specify document)*

Document reference number(s)

Expiry date(s)

**Collect the applicable fee. Copy application and required documents, and send copies to the Dealer Service Centre**

**Dealer Processing Centre use only:**

Application approved       Application refused  
*(specify reasons)*


Manager's signature

Date

	/		/	
day		month		year