



Use this form for all user account requests.

1. Organisation details

(please complete all details and print legibly)

Organisation name

Trading name

Business address

Postcode

ACN or ARBN

ABN

Contact person

Business telephone number

Business fax number

Business email address

2. User access requirement (tick appropriate box)

User name

User ID

Add User

Extend Account

Expire User

3. User Declaration and Privacy Statement

The information about your organisation is being collected, and your organisations details will be held by Roads and Maritime Services (Roads and Maritime) of 20-44 Ennis Road, Milsons Point NSW 2061 as one of the measures taken to ensure an appropriate level of security for the DRIVES database.

The provision of the information is voluntary, however failure to provide the information, or any part of it, may mean that you will not be permitted to access the Written-off Vehicle Business to Business application. The information may be used and disclosed by Roads and Maritime to third parties to verify the information, for the purposes of law enforcement, or as otherwise permitted under the *Privacy and Personal Information Protection Act 1998* (NSW) ("PIPP Act"). Under the PIPP Act you have rights to access and correct your organisation's information.

I confirm that the information in this application is accurate and complete, and that I have read the above privacy notice and that I understand my obligations.

Signature

Date

Day	/	Month	/	Year
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Roads and Maritime Office Use Only

User account setup / extended / expired

Password reset

Name of Application

User Expiry Date

Activity/Log No.

Staff No.

Signature

Date

Day	/	Month	/	Year
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Comments

**When completed return to DRIVES Help Desk
Email: DrivesHelpDesk@rms.nsw.gov.au or
Fax number: (02) 4924 0482**

Confidentiality Notice for recipients external to Roads and Maritime Services.

The information contained in this facsimile is intended for the named recipient only. It may contain privileged and confidential information. If you are not the intended recipient, you must not copy, distribute, take any action in reliance on it, or disclose any details of the facsimile to any other person, firm or corporation. If you have received this facsimile in error, please notify Roads and Maritime immediately.

Guidelines for External User Access to DRIVES

Security Requirements:

- You have been issued with a User ID and password as a security measure for the prevention of unauthorised access to Written-off Vehicle Business to Business scheme.

Passwords:

- As a security measure, the protection of your password is critical.
- Your initial password will be given to you and you will be forced to reset it by the system to a password of your choice.
- A user will be locked out of the system if they have made five (5) attempts to log in with an incorrect password.
- The account is set to expire 12 months from the time of extension/creation. Any account that is unused for 30 days is automatically expired by the system. If the account is extended the user must log in on that same day otherwise it will be deemed to be expired. New accounts have 30 days for the user to access before it expires.
- Password must consist of six to eight characters.
- Include at least one numeral and have a combination of alphabetic / numeric characters.
- Be substantially different from the previous password and not be cyclic (eg pword1, pword2, pword3).

Other important information

- If, as a user, you find that your access to the system is denied, contact the DRIVES Help Desk on 13 22 13.