



Use this form to establish a new user or amend an existing user on the Dealer Number Plate System

## 1. Details

Dealer licence number (if applicable) RMS customer number

Name

Trading name

Business address

ACN, ARBN or ABN

Business telephone number

Business fax number

## 2. Reason for request

Establish access

Amend user details

Complete section 3 **only** to establish access or sections 3 and 4 to amend user details

## 3. New / existing User details

Surname

Given names

Date of birth

NSW driver lic/customer no.

Email address

*continued*

## Number plate delivery details

Office number

Delivery address

Postcode

Special delivery instructions

## 4. Details to be amended (to change existing details)

Surname

Given names

Date of birth

NSW driver lic/customer no.

Email address

Delivery address

Postcode

Special delivery instructions

## 5. RMS details

Controlling Registry/Service Centre name

*continued page 2*

# User Authorisation – Dealer Number Plate System

## 6. Agreement and declaration by User and Security Administrator

*This declaration must be read by the signatories.*

I acknowledge that the terms of the Agreement will apply concerning Dealer Online and/or the Dealer Number Plate System including the use and security of passwords and obligations of Security Administrators. I declare that the information provided in this application is true and complete

User signature

Security Administrator name

Security Administrator signature

Date

Security Administrator email address

## 7. Privacy statement

The Roads and Maritime Services (RMS) is collecting your personal information in connection with your application for access to the Dealer Number Plate System.

You are not required to provide your personal information but RMS may refuse your application if you do not.

RMS may retain and use your personal information to process your application for Dealer Number Plate System access or facilitate administration of your system access. Your personal information will be held by RMS at 20-44 Ennis Road, Milsons Point NSW 2061. You have the right to access and correct the information if you believe that it is incorrect.

Your personal information may be disclosed for the purpose of verifying the information and supporting documents you have provided to us, or, to a third party number plate manufacturer, systems operator or courier to facilitate delivery of number plates. Otherwise, RMS will not disclose your personal information without your consent unless authorised by law.

**Please return both pages of completed form to your Controlling Registry/Service Centre.**

## Office use only

**Controlling Registry/Service Centre**

**Dealer Number Plate System Authorisation (DVRS only)**

Approved Yes

No

Manager's name

Signature

Staff number

Date

**Dealer Number Plate System Operator**

User ID's and password issued

User details changed

Confirmation email sent to Manager

Confirmation email sent to security administrator

System Operator Representative name (*please print*)

Signature

Date