

Application for nomination of designated director / manager

Under section 7 of the *Passenger Transport Act 1990*

Part A – Company/Corporation details

1. Company/Corporation name
- Australian Company Number (ACN)
- Accreditation Number
2. Registered office address

 Postcode
3. Address at which operations will be conducted

 Postcode
4. Address for correspondence

 Postcode
5. Email address
6. Phone number
7. Fax number
8. Mobile number

Part B – Details of person completing this form

To complete this application you must be acknowledged by the Australian Security and Investment Commission (ASIC) as an authorised representative of the company/corporation named above. Please complete the details below and attach a copy of your ASIC certificate indicating your authorisation to represent the above named company/corporation.

1. Name
2. Driver licence number
3. Position in company/corporation
4. Residential address

 Postcode

Part C – Details of Nominee 1

To be completed by the Nominee. *If there is insufficient space, additional sheets may be attached.*

1. Name
- Date of birth
- Country of birth
- Residential address

 Postcode
- Driver licence number
- Email address

Continued on page 2

Enrolment Services

PO Box 3185, Parramatta NSW 2124

www.rms.nsw.gov.au | T 02 8848 8700 | F 02 8848 8797 | E busapplications@rms.nsw.gov.au

Application for nomination of designated director / manager

2. Position in company/corporation

Nomination
 Designated director Designated manager

3. Do you or have you ever held any of the following under the *Passenger Transport Act* in NSW or equivalent in any other Australian jurisdiction:

(a) An accreditation Yes No

(b) An authority Yes No

If yes, please provide details

4. Has your accreditation or authority been cancelled, suspended or varied?
 Yes No *If yes, please provide details*

5. Have you ever been disqualified, under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001 (Cth)*, from managing corporations?
 Yes No *If yes, please provide details*

6. Have you been the subject of a proceeding under section 588G (Director's duty to prevent insolvent trading by company) or section 592 (Incurring of certain debts; fraudulent activity) of the *Corporations Act 2001 (Cth)*?
 Yes No *If yes, please provide details*

7. Are you a director of a company that has been, or is in the course of being, wound up under Part 5.4 (Winding up in insolvency) of the *Corporations Act 2001 (Cth)*?
 Yes No *If yes, please provide details*

8. Have you been declared bankrupt in the last 10 years?
 Yes No *If yes, please provide details*

9. Have you been convicted of any civil offence under the *Corporations Act 2001 (Cth)*?
 Yes No *If yes, please provide details*

10. Have you been convicted (in any jurisdiction) at any time during the 10 years immediately preceding the date of this application?
 Yes No *If yes, please provide details*

11. Have you been charged (in any jurisdiction), as at the date of the application, where proceedings are pending in respect of the charge.
 Yes No *If yes, please provide details*

12. Will this nominee be responsible for the current *Passenger Transport Act* accreditation held by the company, if accepted?
 Yes No *If yes, please provide details*

13. Will this nominee be responsible for all current *Passenger Transport Act* licence(s) held by the company, if accepted?
 Yes No *If no, nominate by number and plate the licence which this nominee is to be given responsibility*

14. Has this nominee satisfactorily completed an approved operator training course?
 Yes No *If yes, please provide details*

Note: Ensure each nominee has provided an original National Criminal History Record Check dated no more than three months prior to the date of this application.

Application for nomination of designated director / manager

Part D – Details of Nominee 2 (if applicable)

To be completed by the Nominee. If there is insufficient space, additional sheets may be attached.

1. Name

Date of birth

Country of birth

Residential address

 Postcode
Driver licence number

Email address

2. Position in company/corporation

Nomination
 Designated director Designated manager

3. Do you or have you ever held any of the following under the *Passenger Transport Act* in NSW or equivalent in any other Australian jurisdiction:
(a) An accreditation Yes No
(b) An authority Yes No
If yes, please provide details

4. Has your accreditation or authority been cancelled, suspended or varied?
 Yes No *If yes, please provide details*

5. Have you ever been disqualified, under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* (Cth), from managing corporations?
 Yes No *If yes, please provide details*

6. Have you been the subject of a proceeding under section 588G (Director's duty to prevent insolvent trading by company) or section 592 (Incurring of certain debts; fraudulent activity) of the *Corporations Act 2001* (Cth)?
 Yes No *If yes, please provide details*

7. Are you a director of a company that has been, or is in the course of being, wound up under Part 5.4 (Winding up in insolvency) of the *Corporations Act 2001* (Cth)?
 Yes No *If yes, please provide details*

8. Have you been declared bankrupt in the last 10 years?
 Yes No *If yes, please provide details*

9. Have you been convicted of any civil offence under the *Corporations Act 2001* (Cth)?
 Yes No *If yes, please provide details*

10. Have you been convicted (in any jurisdiction) at any time during the 10 years immediately preceding the date of this application?
 Yes No *If yes, please provide details*

11. Have you been charged (in any jurisdiction), as at the date of the application, where proceedings are pending in respect of the charge.
 Yes No *If yes, please provide details*

12. Will this nominee be responsible for the current *Passenger Transport Act* accreditation held by the company, if accepted?
 Yes No *If yes, please provide details*

Application for nomination of designated director / manager

13. Will this nominee be responsible for all current *Passenger Transport Act* licence(s) held by the company, if accepted?

Yes No *If no, nominate by number and plate the licence which this nominee is to be given responsibility*

14. Has this nominee satisfactorily completed an approved operator training course?

Yes No *If yes, please provide details*

Note: Ensure each nominee has provided an original National Criminal History Record Check dated no more than three months prior to the date of this application.

Part E – Details of Nominee 3 (if applicable)

To be completed by the Nominee. *If there is insufficient space, additional sheets may be attached.*

1. Name

--

Date of birth

--

Country of birth

--

Residential address

Postcode

Driver licence number

--

Email address

--

2. Position in company/corporation

--

Nomination

Designated director Designated manager

3. Do you or have you ever held any of the following under the *Passenger Transport Act* in NSW or equivalent in any other Australian jurisdiction:

(a) An accreditation Yes No

(b) An authority Yes No

If yes, please provide details

4. Has your accreditation or authority been cancelled, suspended or varied?

Yes No *If yes, please provide details*

5. Have you ever been disqualified, under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001 (Cth)*, from managing corporations?

Yes No *If yes, please provide details*

6. Have you been the subject of a proceeding under section 588G (Director's duty to prevent insolvent trading by company) or section 592 (Incurring of certain debts; fraudulent conduct) of the *Corporations Act 2001 (Cth)*?

Yes No *If yes, please provide details*

7. Are you a director of a company that has been, or is in the course of being, wound up under Part 5.4 (Winding up in insolvency) of the *Corporations Act 2001 (Cth)*?

Yes No *If yes, please provide details*

8. Have you been declared bankrupt in the last 10 years?

Yes No *If yes, please provide details*

9. Have you been convicted of any civil offence under the *Corporations Act 2001 (Cth)*?

Yes No *If yes, please provide details*

Application for nomination of designated director / manager

10. Have you been convicted (in any jurisdiction) at any time during the 10 years immediately preceding the date of this application?

Yes No *If yes, please provide details*

11. Have you been charged (in any jurisdiction), as at the date of the application, where proceedings are pending in respect of the charge.

Yes No *If yes, please provide details*

12. Will this nominee be responsible for the current *Passenger Transport Act* accreditation held by the company, if accepted?

Yes No *If yes, please provide details*

13. Will this nominee be responsible for all current *Passenger Transport Act* licence(s) held by the company, if accepted?

Yes No *If no, nominate by number and plate of the licence which this nominee is to be given responsibility*

14. Has this nominee satisfactorily completed an approved operator training course?

Yes No *If yes, please provide details*

Note: Ensure each nominee has provided an original National Criminal History Record Check dated no more than three months prior to the date of this application.

Part F – Proof of identity

To obtain a New South Wales Bus Operator Accreditation if you do not hold a current driver licence in NSW, you must prove your identity.

Roads and Maritime uses the 100 point check system. All documents must be endorsed as true copies of the originals by a person able to certify such documentations (refer to Proof of Identity for professional drivers on the Roads and Maritime Services website for details).

<http://www.rms.nsw.gov.au/business-industry/public-passenger-vehicles/proof-identity.html>

Part G – Privacy statement

We are collecting your personal and health information in connection with your application and an operator authority under the *Passenger Transport Act 1990 and 2014* and may retain and use it for the purposes of that Act and for driver licensing, motor vehicle, road transport or road safety purposes. Providing this information is voluntary but we may refuse your application unless you do so.

We may disclose your personal information and health information in order to verify it and to assess your application. We may disclose your personal information in respect of motor accidents enquiries and to other driver licensing and vehicle registration agencies. We may also disclose your personal information where relevant to other accredited operators and also to Transport for NSW in connection with the administration of the *Passenger Transport Act 1990 and 2014*. Otherwise, we will not disclose your personal or health information without your consent unless authorised by law.

This Privacy Statement also applies in respect of your personal and health information we may subsequently collect in relation to your operator authority. Your personal and health information will be held by Roads and Maritime at 20-44 Ennis Road, Milsons Point NSW 2061 and generally you can contact us to access or correct it.

Part H – Applicant declaration and authority for collection and disclosure of information

I declare that:

- I have read and understood all the information and questions on this form and the information provided by me are, to the best of my knowledge, true, correct and accurate in every detail.
- I have listed all details of charges pending against me, convictions recorded against me or proven offences against me for any offence(s).
- I am in possession of a valid Australian/New Zealand passport, birth certificate or visa.
- I am aware that any person who attempts to obtain an operator accreditation by false statement, misrepresentation or omission of details likely to affect such application, shall be guilty of an offence and shall be liable to a penalty of up to \$2,200 and any authority issued may be cancelled.
- I will comply with the *Passenger Transport Act 1990*, associated regulations and conditions relevant to an operator accreditation and understand that failure to do so may result in my authority being suspended, cancelled or varied.

I consent for Roads and Maritime Services to obtain any information it requires to determine whether to grant, renew or cancel my operator accreditation/driver authority and to assess whether I am a fit and proper person and of good repute. This may include (but is not limited to) complaints, charges, convictions, traffic infringements and driver licence suspensions and cancellations. I consent to third parties (including but not limited to police, judiciary and licensing authorities) releasing that information to Roads and Maritime Services. This consent continues and may not be revoked by me so long as I hold (or apply for) operator accreditation/driver authority or while any legal action is proposed against me in respect of a driver authority/operator accreditation including a suspended, cancelled or expired authority/accreditation.

Nominee 1 – Name

Signature

Date

Nominee 2 – Name

Signature

Date

Nominee 3 – Name

Signature

Date

Part I – Applicant checklist

- Application form (with all questions answered)
- Two appropriate references of good repute (who have known the applicant(s) for at least two years and must be provided for each director and manager)
- A certified copy of your NSW driver licence
- Details of any civil or criminal offences within the last five years, if applicable or each nominated manager or director of a company applicant (*can be included in the application form*)
- Details of any declaration of bankruptcy, insolvency, winding up order or any civil offence under the relevant companies legislation within the last five years. If the applicant is a company, details must be provided for each nominated manager or director of the applicant company (*can be included in the application form*)
- Evidence of training certificate for each nominated manager/director
- 100-point identity check on individuals or company directors. Documents must be copies certified by a Justice of the Peace
- Provide evidence of a criminal history check undertaken no more than three (3) months prior to the date of the application. Your criminal history check must include all of your names and any previous names that you have been known by.

Or elect for RMS to apply for your criminal history check on your behalf you will need to provide a 100 points of certified identification. Please be aware that this will increase the processing time of your application.

An original National Criminal History Record Check is available through the NSW Police Force at www.police.nsw.gov.au. You may also apply for a Criminal History Check through an accredited Crimtrac provider.

Part J – Lodgement details

**Roads and Maritime Services
Enrolment Services**

Mail to: PO Box 3185, Parramatta NSW 2124

By hand: You can leave your completed form in our secure drop box located at Roads and Maritime Security Office, on the Ground floor, 110 George Street, Parramatta.

Phone: (02) 8848 8700

Fax: (02) 8848 8797

Email: busapplications@rms.nsw.gov.au

Web: www.rms.nsw.gov.au

Office use only

Recommended by

Signature

Date

Approved by

Signature

Date

Accreditation number

Entered

Date