

Maritime Dealer Vessel Registration Scheme

How to become an authorised Dealer



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1. Introduction

The Maritime Dealer Vessel Registration Scheme (MDVRS) is a scheme administered by Roads and Maritime Services (RMS) and Service NSW (SNSW) that enables Dealers who enter into an Agreement with RMS to carry out certain vessel registration functions, known as Authorised Transactions.

This document sets out the eligibility criteria and application process to become a Dealer under the MDVRS. You should also refer to:

- The [MDVRS Agreement](#) (Agreement) which Dealers are required to execute before they are authorised under the MDVRS; and
- The [MDVRS Dealer Guide](#) which sets out further requirements and procedures for the day-to-day operation of the MDVRS.

RMS may amend this document to reflect changes to policy or procedures. Dealers must comply with the rules in this document as amended from time to time.

2. Eligibility criteria for Dealers

To be eligible to apply to become an authorised Dealer under the MDVRS, you must:

- Be a marine dealer engaged in the sale of new vessels;
- Have your marine dealer business located within Australia;
- Obtain a National Police Check Certificate (obtained within the last 12 months); and
- Hold current insurance policies for the following:
 - public and products liability or broadform liability, and
 - workers compensation (exemptions may apply, see Schedule 2 of the agreement).

3. Application to become an authorised Dealer

To apply to become an authorised Dealer under the MDVRS, you must complete a [Maritime Dealer Application \(form 5477\)](#) and post it together with the following required evidence to SNSW PO Box 6487, Silverwater, NSW 1811:

- Copy of your Australian Company Number (ACN), Australian Business Number (ABN) or Australian Registered Body Number (ARBN) Certificate;
- Copy of Certificates of currency for the required public and products or broadform liability insurance and workers compensation insurance (exemptions may apply, see Schedule 2 of the agreement);
- Certified copy of your National Police Check Certificate (obtained within the last 12 months); and
- Certified copies of proof of identity documents.

A Dealer only needs to execute one Agreement if the Dealer owns more than one dealership provided the dealerships operate under the same dealer licence number and are under the same ownership. All dealership premises must be listed in Schedule 1 of the Agreement.

Only the specified signatories in the execution clause of the Agreement can sign the Agreement for the Dealer. Where the Dealer is a:

- normal company this will require two directors or one director and the company secretary to sign;
- sole director company this will require the sole director and a witness to sign; or
- sole trader this will require the sole trader proprietor and a witness to sign.

Once your application is approved, the dealer will receive an MDVRS Agreement. You are required to return two original signed MDVRS agreements to RMS. RMS will then arrange for signing and will return one original agreement to you for your records.

Once the process of approval is finalised you will receive a dealer number. You should quote this number in all dealing with Roads and Maritime or Service NSW.

4. Glossary

ACN	Australian Company Number
ARBN	Australian Registered Business Number
Authorised Transaction	means any of the following transactions where a Dealer acts on behalf of RMS to register a new recreational vessel for a customer who is purchasing that vessel from the Dealer: <ul style="list-style-type: none"> a. checking applicant's POI and any evidence of eligibility for concession b. issuing proof of registration entitlement c. collecting registration fee from applicant and issuing Kalamazoo receipt d. obtaining and issuing interim registration number e. completing an Application for Vessel Registration form. f. ensuring a HIN (Boatcode) Certificate is included. g. lodging application and remit fees to RMS within 7 days h. ensuring a vessel has not previously been registered
Dealer	Means the entity who enters into an Agreement with RMS and whose details are set out in Item 1 of Schedule 1 of that agreement.
MDVRS	Maritime Dealer Vessel Registration Scheme
POI	Proof of Identity
RMS	Roads and Maritime Services
SNSW	Service NSW

5. Forms

[Maritime Dealer application form - Form 5477](#)

[Authorised Services Officer application form - Form 5498](#)