

Maritime Dealer Vessel Registration Scheme

Dealer Guide



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1. About this guide

1.1. Who should read it?

This guide is for Dealers who have an Agreement with Roads and Maritime Services (RMS) to perform certain registration functions for new recreational vessels under the Maritime Dealer Vessel Registration Scheme (MDVRS).

Refer to the MDVRS: [How to Become an Authorised Dealer document](#) for information about how to become an authorised Dealer under the MDVRS.

RMS may amend this guide from time to time. The Agreement the Dealer signs provides that the Dealer must comply with the requirements set out in this document (the Dealer Guide).

1.2. Need more information?

Contact Service NSW (SNSW) via maritimedvrsenquiries@service.nsw.gov.au

2. Overview of MDVRS

The MDVRS is a scheme administered by RMS and SNSW that enables Dealers who enter into an Agreement with RMS to carry out certain vessel registration functions, known as Authorised Transactions.

2.1. Authorised Transactions are limited to recreational vessels

Dealers are authorised on behalf of RMS, to grant vessel registration for New Recreational Vessels which have not been previously registered in NSW (Authorised Transaction) in accordance with the Agreement and this Dealer Guide.

Processing an Authorised Transaction for any vessels other than New Recreational Vessels is a breach of the Agreement.

3. How RMS works with Dealers

3.1. When a Representative's Authority is required

A Dealer who has entered into the Agreement does not require a Representative's Authority from a customer to process an Authorised Transaction on their behalf. This is because the Dealer is acting on behalf of RMS in the Authorised Transaction.

3.2. Authorised Service Officers

The Agreement stipulates that only those members of the Dealer's staff who have been authorised by

SNSW or RMS are permitted to process an Authorised Transaction. These staff are known as Authorised Services Officers. The “Procedures for an Authorised Transaction” section in Chapter 9 of this guide sets out the steps to be performed by Authorised Services Officers.

Note: To obtain authorisation, each staff member must complete the [Authorised Services Officer application form \(form 5498\)](#) and provide their proof of identity documents (POI) to SNSW for approval.

If Authorised Services Officers fail to meet their responsibilities under the MDVRS, their authorisation to perform these functions may be revoked.

The Dealer must notify SNSW promptly of any changes to the Authorised Services Officers.

Authorised Services Officers must not process any transactions for themselves, relatives or friends.

Only Authorised Services Officers can perform Authorised Transactions for the Dealer. This includes all or any part of the Authorised Transactions, including checking the customer’s POI.

3.3. Proof of identity checks for individuals and organisations

Every transaction concerning an application for registration requires a POI check. Applicants can be a natural person (individual) or a business entity (organisation).

This section sets out the POI requirements for the customer.

3.3.1. POI for individuals

Authorised Services Officers must inspect original or certified copies of POI documents when conducting the Authorised Transactions for an applicant. Uncertified documents must not be accepted.

Only the POI documents listed on the RMS website (and below) can be accepted. See “Proving your identity” at: <http://www.rms.nsw.gov.au/maritime/registration/proving-your-identity.html>

Authorised Service Officers must provide certified photocopies of all POI documents to SNSW.

Authorised Service Officers who submit multiple applications for vessel registration at the same time for the same person need only present one copy of the person’s POI.

The applicant must provide either:

- One full POI document, or
- At least one primary and one secondary POI document.

What are acceptable full proof POI documents (no other document required)?

- A Roads and Maritime issued NSW Photo Driver's Licence that is current or not expired more than two years
- A Roads and Maritime issued Photo Card that is current or not expired more than two years
- A Roads and Maritime issued PWC Photo Card Licence that is current or not expired more than two years or

- A Roads and Maritime-issued Certificate of Competency containing a photo of the holder that is current or not expired more than two years.

What are acceptable primary proof POI documents?

- An Australian passport that is current or not expired more than two years
- A Roads and Maritime-issued NSW Photo Driver's Licence or NSW Photo card that has expired more than two years
- A Roads and Maritime issued PWC Photo Card Licence that has expired more than two years
- A Roads and Maritime issued Certificate of Competency containing a photo of the holder that has expired more than two years
- A current Document of Identity issued by the Australian Passport Office
- A current overseas passport
- A Roads and Maritime issued NSW Photo Firearm, Security Industry or Commercial Agents and Private Agents Operator Licence that is current or not expired more than two years
- A current NSW Police Force or Australian Defence Force Photo Identity Card
- A photo driver's licence issued by another Australian State or Territory that is current or not expired more than two years
- An Australian full birth certificate showing parental details issued by the Registry of Births, Deaths and Marriages. Historic Certificates issued in 1987 and 1988 are also acceptable.

Note: Commemorative Certificates are **not** acceptable. A standard Birth Certificate is issued with a Commemorative Certificate as a package, this is the only certificate accepted. See the [Births, Deaths and Marriages](#) website for more information..

- A current consular photo identity card issued by the Department of Foreign Affairs and Trade
- An Australian naturalisation or citizenship document or immigration papers issued by the Australian Government
- An overseas birth certificate showing parental details, provided a passport or an official Australian travel document is also shown
- A certificate of Aboriginality issued by an organisation (eg: Land Council) recognised by the Aboriginal and Torres Strait Islander Council
- A current Certificate of Competency issued by another Australian State or Territory that contains a photo of the holder or
- A current boat licence issued by another Australian State or Territory that contains a photo of the holder.

What are acceptable secondary proof POI documents?

- A Roads and Maritime issued General Boat Licence that is current or not expired more than two years

- A current Medicare card, Pensioner Concession card, Department of Veteran's Affairs Entitlement card, or any other current entitlement card issued by the Commonwealth Government
- A current credit card that shows your name and signature or account card from a bank, building society or credit union, or a passbook or account statement that is current or not expired more than one year
- A telephone, gas or electricity bill not more than one year old
- A water rates, council rates or land valuation notice not more than two years old
- An electoral enrolment card or other evidence of enrolment not more than two years old
- An armed services discharge document not more than two years old
- A current student identity card or a certificate or statement of enrolment not more than two years old from an educational institution or
- A current Mobility Parking Scheme (MPS) card with or without a photo.

3.3.2. POI for organisations

A company/organisation shows POI by proving its legal status. To prove its legal status it must provide the original or a certified copy of one of the following documents:

- Associated Incorporations – a current Certificate of Incorporation issued by the NSW Office of Fair Trading or its interstate equivalent or ASIC extract;
- Companies – a current Certificate of Company Registration or other evidence (e.g. ASIC extract) and an ACN (Australian Company Number)

Note: If the status shows 'Deregistered' the vessel must not be registered in the company name. This is because the company has been deregistered and is no longer a legal entity.

Sole traders, trusts and partnerships with a registered business name must supply a copy of the Certificate of Registration of Business Name issued by the NSW Office of Fair Trading or its interstate equivalent or ASIC extract.

Note: Sole traders, trusts and partnerships with a registered business name are not legal entities and as such POI for the associated Individual must also be supplied

A foreign company must provide a Certificate of Registration of a Foreign Company with an Australian Registered Body Number (ARBN).

Which companies/organisations are not required to provide POI?

The following companies/organisations do not need to provide POI:

- Government agencies or departments
- Utility providers
- Credit unions, banks, building societies

- Public hospitals Educational institutions
- Park and cemetery trusts
- County, city, municipal and shire councils
- Volunteer rescue organisations
- Finance or insurance organisations with the word "mutual" or any organisation with the word "corporation" in their name.

Instead of providing POI, these companies/organisations must provide a letter written on the company's/ organisation's letterhead the name of the Act under which they are incorporated, or evidence of the company's/organisation's legal status.

For officers acting for government agencies or educational institutions, a document evidencing delegation or authority may also be required.

3.3.3. Representatives of organisations

An authorised representative of the organisation must sign the application to register a vessel for the organisation.

Where the authorised representative is not a director or authorised delegate of the organisation, the application must be accompanied by a letter of authorisation on the organisation's letterhead signed by a director or an authorised delegate of the organisation.

The authorised representative must also provide acceptable POI for themselves.

Applicants submitting multiple applications for an organisation at the same time need only present one copy of their relevant proof (eg POI, representative's authority etc.).

4. **HIN (Hull Identification Number)**

A Hull Identification Number (HIN) is a unique identifier allocated to a vessel.

Evidence of the HIN is required for most vessel registration transactions, and is provided on a certificate (HIN Certificate).

Vessels built on or after 1996 in most cases should not have an AUWWA (HIN) associated with the vessel, as a Manufacturer's HIN should have been stamped into the vessel at the time of manufacture.

5. **Certificates of registration**

Registration certificates will be mailed directly to the customer by SNSW once all required documents have been received and processed.

6. **Proof of Registration Entitlement**

To make an interim registration of a vessel in an applicant's full name, proof of registration entitlement is required in the form of a bill of sale or receipt, which must accompany the

Application for Vessel Registration form. The bill of sale or receipt must include the following details:

- Full name and address of the buyer and the name of the person to whom it will be registered; (if different to the owner).
- Seller's/Dealers full name and address
- Signatures (buyer and seller)
- Date of sale and the words 'received payment in full', or similar; and
- HIN/Boatcode number (if applicable) and a full description of the vessel.

If the proof of registration entitlement document does not include the above minimum requirements you will need to provide another receipt or a statutory declaration including all details.

A vessel cannot be registered in joint names. If the proof of registration entitlement document lists more than one person as the new owner, a letter of consent signed by all new owners must be provided, authorising the vessel to be registered in the name of one nominated owner.

7. Who can be the registered owner

A vessel can only be registered in the name of a legal entity.

For registration purposes a legal entity is:

- A natural person,
- A company registered by the Australian Securities & Investment Commission (ASIC), or
- A corporate body established by an Act of NSW or Federal Parliament.

7.1. For a person

A vessel may only be registered in the name of a single person. A vessel cannot be registered in joint names.

A person must be at least 16 years old to be the registered owner of a vessel.

7.2. For a company

A vessel can only be registered in the name of an incorporated body. A vessel cannot be registered in a trading name or the name of an unincorporated body.

8. Protection of personal information

A Dealer must ensure that it and its Authorised Service Officers comply with the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Privacy Act 1988* (Cth) (even if the Dealer and Authorised Service Officers are not themselves bound by those privacy laws) in regards to the collection, use, disclosure, retention, and disposal of personal information obtained from an applicant, as part of the Authorised Transaction.

9. Procedures for an Authorised Transaction

This chapter contains step-by-step instructions on how to conduct an Authorised Transaction. The procedures are written in a style which features the role of an Authorised Services Officer and a registration clerk (who is not an Authorised Services Officer).

9.1. Interim Registration Numbers

To obtain an interim registration number Dealers must use the Dealer Portal.

Note: To obtain an interim registration number if the Dealer Portal **is not working** Dealers must complete a [Request for Interim RegistrationNumber form](#) and send it by email to maritimedvrsenquiries@service.nsw.gov.au. On weekends and public holidays, Dealers can contact NSW Maritime Product Services by phone on 13 12 36 for interim registration numbers.

Note: Make sure you quote your dealer number when requesting registration numbers.

Dealers are to ensure that the sale and all related paperwork have been completed prior to requesting an interim registration number.

Interim registration numbers must not be placed on the vessel until the sale is complete and payment is received in full.

9.2. Interim Registrations

Dealers can only grant interim recreational registration for new vessels that have not been previously registered.

To have a registration issued the following must be submitted by post to SNSW:

- A completed and signed [Application for Vessel Registration \(form 1820\)](#);
- The pink copy of the HIN Certificate;
- Certified copies of POI documents;
- Proof of entitlement to register the vessel;
- Evidence of eligibility for a concession, if applicable (e.g. photocopy of a Pensioner Concession Card); copy of both sides
- A completed RMS Kalamazoo receipt; and
- Payment of the applicable fee.

9.3. Process steps

This person	Must do this
Authorised Services Officer	<ol style="list-style-type: none"> 1. Ask the customer to fill in and sign the Application for Vessel Registration form. 2. Check the customer's POI and evidence of eligibility for a concession (if applicable). Photocopy and certify the documents. 3. Calculate the registration fee for the vessel. 4. Collect the registration fee from the applicant. 5. Obtain an interim registration number. 6. Issue a Kalamazoo receipt to the applicant, with all the required fields completed, including the registration number and fee paid. 7. Advise the customer that the Kalamazoo receipt is valid for 12 months. However, if they do not receive a registration certificate from in the post within 30 days they should contact SNSW. 8. Attach the required documents (set out at 9.4 below) to the Application for Vessel Registration form with a staple 9. Provide the customer with any required capacity stickers, safety label or PWC behavior labels.
Registration clerk	<ol style="list-style-type: none"> 1. Ensure all the documents are completed and signed. 2. Ensure payment is included. A Dealer may pay the registration transactions using a credit card or cheque. If paying by credit card a Dealer must provide a completed and signed credit card authorisation slip – RMS accepts credit cards from American Express, MasterCard and Visa. 3. Post the required documents to the SNSW (PO Box 6487 Silverwater NSW 1811) within 7 days of issuing an interim initial vessel registration.

9.4. Before the application is submitted

Check that the following is ready to post to SNSW:

- A completed and signed Application for Vessel Registration form.
- Representative's Authority, if required
- HIN (Boatcode) certificate (pink copy)
- Photocopies of certified POI documents, if required
- Proof of registration entitlement
- Evidence of eligibility for a concession (copy both sides),
- A completed RMS Kalamazoo receipt (ensure the registration number is clearly recorded)
- Applicable fee (cheque or credit card authorisation form).

9.5. Submitting registration applications and payments

To ensure that the registration process can be completed:

- Check that the forms are filled in correctly and that you have supplied all the required documents.
- You may pay your registration transactions using a credit card or cheque. If paying by credit card you must provide a completed and signed credit card authority form. SNSW accepts credit cards from American Express (which has a merchant fee surcharge of 1.54%), MasterCard and Visa (which both have a merchant fee surcharge of 0.44%).
- The current registration fees can be accessed via the RMS website by clicking [here](#)

9.6. Documents to be retained

For each Authorised Transaction, a Dealer or Authorised Service Officer must retain copies of the following documents:

- Completed Kalamazoo receipt including the registration number issued to the vessel.
- Completed application for vessel registration.
- Proof of vessel acquisition (receipt).
- HIN certificate.
- Proof of identity documents.

10. Appendix A – Forms

The following forms are used by applicants and can be obtained from the RMS website or at any SNSW registry/service centre:

- [Application for Vessel Registration \(form 1820\)](#)
- [Credit Card Authority \(form 1682\)](#)
- [Authorised Services Officer application form \(form 5498\)](#)
- [Request for Interim Registration Number form \(form 1759\) \(for use if dealer portal is not working\).](#)

11. Appendix B - Glossary

CAN	Australian Company Number
ARBN	Australian Registered Business Number
Authorised Transaction	<p>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:</p> <ol style="list-style-type: none"> checking applicant's POI and any evidence of eligibility for concession issuing proof of registration entitlement collecting registration fee from applicant and issuing Kalamazoo receipt obtaining and issuing interim registration number completing an Application for Vessel Registration form. ensuring a HIN (Boatcode) Certificate is included. lodging application and remit fees to RMS within 7 days 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.
Dealer Portal	Means an "internet based" system provided by SNSW to enable access to interim registration numbers
HIN	Hull Identification Number
POI	Proof of Identity
New Recreational Vessel	Means a vessel that has not previously been registered in NSW.
Representative's Authority	Means authority to act on behalf of a person for the purposes of establishing vessel registration.
RMS	Roads and Maritime Services