



Authorised Representatives for Clients and Organisations

This form allows nominated representatives to act on behalf of the client or organisation for transactions relating to vehicle registration and the applicable client record. For further information please see the reverse side of this form or visit act.gov.au/transport.

Client / Organisation details

| | |
|----------------------------|--|
| Client / Organisation name | Date of birth |
| <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Email address | Driver licence number / CRN |
| <input type="text"/> | <input type="text"/> |
| Residential address | Phone number |
| <input type="text"/> | <input type="text"/> |

Representative details (See reverse side of form for ID requirements)

| | | |
|---------------------------------------|-----------------------------|--|
| Full name of representative | Driver licence number / CRN | Date of birth |
| <input type="text"/> | <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Residential address of representative | Signature | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | |
| Full name of representative | Driver licence number / CRN | Date of birth |
| <input type="text"/> | <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Residential address of representative | Signature | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | |
| Full name of representative | Driver licence number / CRN | Date of birth |
| <input type="text"/> | <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Residential address of representative | Signature | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | |

Conditions

1. Only those persons whose names and signatures appear on this form are authorised to act on behalf of the client or organisation.
2. Persons granted authority under this form must ensure that all details shown on the transaction documents are accurate.
3. Should it appear to Access Canberra that through error, laxity, or any other reason, the conditions under which authorisation is issued are not complied with by any authorised representative, this authorisation may be cancelled, suspended or varied.

Client / Organisation signature

| | | |
|----------------------|---|--|
| Signature | Print name (Client/Director/Nominated person) | Date |
| <input type="text"/> | <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> |

Privacy Statement: The personal information on this form is being collected by Access Canberra (part of the Chief Minister, Treasury and Economic Development Directorate) for vehicle registration purposes as authorised by the Road Transport (Vehicle Registration) Act 1999. The information may be used for the administration of driver licensing and vehicle registration legislation and enforcement. Access Canberra will include your information in its "one client record" so that it can be used in respect of any other dealings that you might have with it. Information about your identity, which forms part of your one client record, will also be used for administrative purposes, including to confirm that we are dealing with the correct individual. Your personal information may be used or disclosed to other ACT Government Directorates, Commonwealth, State and other Territory government agencies, transport authorities, law enforcement and court agencies, authorised by law; the Motor Accident Injuries Commission; Austroads Ltd; the National Heavy Vehicle Regulator; the National Capital Authority and individuals, their agents or insurers following a report provided to the police of a motor vehicle accident. Confirmation on a 'yes' or 'no' basis of current registered operator, registration status, vehicle 'stolen' status and outstanding defects on the vehicle may be disclosed to prospective acquirers. If you choose not to provide the personal information requested on this form, we may not be able to process your request. Personal information for this application is not normally disclosed to overseas recipients unless required by law. Personal information is held and managed in accordance with the Information Privacy ACT 2014. You can get more information about Access Canberra's privacy policy which explains how it handles your personal information, including how you may access personal information about yourself, seek correction of your personal information held by Access Canberra or complain about an interference with your privacy from act.gov.au/acprivacy.

Office use only

| | |
|---|--|
| <input type="checkbox"/> Client or Organisations Proof of Identity provided | <input type="checkbox"/> Authorised Representatives Proof of Identity provided |
| Information verified by <input type="text"/> | Date <input type="text"/> / <input type="text"/> / <input type="text"/> |

Authorised Representatives for Clients and Organisations Information Sheet

This form allows nominated representatives to act on behalf of the client or organisation for transactions relating to vehicle registration and the applicable client record. These transactions include, but are not limited to:

Vehicle Registration

- Transfer of vehicle registration
- Cancel vehicle registration
- Establish vehicle registration
- Record a notice of disposal

Numberplates

- Place plates in storage
- Exchange plates between vehicles
- Order and replace plates
- Transfer plate rights

Client Record

- Change of address
- Update contact details
- Client account enquiries
- Update financial information

An Authorised Representative (AR) is able to update a client or organisation's physical and/or postal address, email address and phone number on the Access Canberra website (AR must have ACT Driver Licence).

PLEASE NOTE: Completing this form will allow ARs to perform financial transactions on behalf of the client or organisation. For example, an AR may cancel a vehicle on behalf of the nominated operator and provide Access Canberra with banking details for any applicable refund.

Adding an Authorised Representative on behalf of an Organisation

A Director or nominated person may complete this form to add ARs against an organisation record. The organisation's Director/nominated person is required to supply appropriate evidence of their directorship/authority against the organisation.

Examples of evidence could include:

- Business card
- Full ASIC certificate with evidence of directorship
- Written authority to act on the company/organisation's behalf

Identity requirements for Authorised Representatives

To add an AR, their identity must be confirmed by providing a copy of an ACT issued Driver Licence, Proof of Identity card, High Risk Work Licence or Working With Vulnerable People card.

If the client is not an existing client of rego.act, a copy of three acceptable identity documents must be supplied. Please visit act.gov.au/poi for a list of acceptable identity documents and additional information.

Removing an Authorised Representative

It is the responsibility of the client or organisation to remove ARs who are no longer required. Removal of ARs can be completed by notifying Access Canberra in person, by emailing lara@act.gov.au or by phoning **13 22 81**.