

**This form can be used to authorise an agent or company representative to act on behalf of a registered operator.**

Please complete this form and sign below. Please print clearly in ink using BLOCK letters and cross where applicable. You need to provide original documents for evidence of identity if you do not provide an existing Victorian photo licence or learner permit or confirmed client number. For more information visit [vicroads.vic.gov.au/evidenceofidentity](http://vicroads.vic.gov.au/evidenceofidentity)

**Registered operator details** *(to be completed by the registered operator)*

<input type="radio"/> Individual <input type="radio"/> Company		Victorian licence/customer no.*														
Previous name(s) <i>(if applicable)</i>																
Surname or company name																
First given name or ACN/ARBN						Second given name										
Third initial <i>(if any)</i>						Date of birth		D	D	M	M	Y	Y	Y	Y	
Residential <i>(or company)</i> address										Postcode						
Postal address <i>(if different from above)</i>										Postcode						
Garage address <i>(if different from residential or company address)</i>										Postcode						
Mobile phone no. <i>(or other if not applicable)</i>						Email										

*\*Please provide your Victorian licence/ permit/ client number – You will have a client number with VicRoads if you have held a Victorian licence or learner permit or have had a vehicle registered in your name in Victoria.*

**Agent or company representative's personal details**

Surname						Given name									
Position of company representative <i>(if applicable)</i>						Victorian Licence/Permit/Client no.									

**Authorised activities**

Specify details of types of transactions that can be performed on behalf of the registered operator. You can limit activities to specific vehicles if required (specify in *Other details* section). An authorisation for an individual remains valid for one month; and for a company valid for one year, unless revoked sooner. To revoke authorisation, notify VicRoads in writing or nominate a new agent using this form.

- Yes     No    Register vehicles
- Yes     No    Transfer vehicle registrations
- Yes     No    Assign number plates
- Yes     No    Cancel registration/Apply for refunds
- Yes     No    Obtain duplicate certificates
- Yes     No    Specify common expiry/Pay registration renewal

**Other details**


**Registered operator's signature**

I hereby authorise the agent/company representative above to undertake the specified authorised activities in the registered operator's name.

**By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the privacy statement.**

Signature of registered operator		Date		D	D	M	M	Y	Y	Y	Y
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**Privacy statement**

Personal information VicRoads collects from you may be used by VicRoads, as permitted by the *Road Safety Act 1986* and the *Marine Safety Act 2010*. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the *Road Safety Act 1986*. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information.

You are required to provide this personal information. Failure to provide the information may result in this form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure *Protecting your privacy* or contact VicRoads on 13 11 71.

**Providing false and/or misleading information or documents is a serious offence under the *Road Safety Act 1986* and/or *Marine Safety Act 2010* and can result in you being fined or imprisoned. Any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect.**

By signing this form, I declare that the information in this form and related supporting documents is true, correct and complete, and I understand the privacy statement.

**OFFICE USE ONLY**

**Agent or company representative's personal evidence of identity** *(original documents only)*

<b>Category A evidence</b> <input type="radio"/> Australian photo licence <input type="radio"/> Australian birth certificate <input type="radio"/> Passport <input type="radio"/> Other <i>(specify document type)</i>																			
Origin <i>(state/country)</i>				Reference no.				Date of expiry				D	D	M	M	Y	Y	Y	Y
<input type="radio"/> <b>Category B evidence</b>		Document type						Reference no.											
Signature of authorised officer						Signature of manager <i>(if required)</i>													
Name of authorised officer						Name of manager <i>(if required)</i>													
User ID						Date						D	D	M	M	Y	Y	Y	Y