

1. Participant details

Name

Trading name

Business address

ACN/ARBN

ABN

Business phone number

Email address

2. Eligibility of participant

Dealer within NSW or within 50km of NSW border

Dealer number

State

Manufacturer/retailer of new trailers weighing less than 250kg

Entity engaged in the distribution or management of new motor vehicles

3. Types of new vehicles to be registered

Manufacturer	<4.5 tonnes	>4.5 tonnes

4. Participant representative

Name

Position

5. Delegates

Please list all delegates that will be included on Schedule 2 of the DVRS Agreement.

6. Declaration

I declare that the information on this form is true and correct. I understand that I must supply the information in accordance with the rules of the Dealer Vehicle Registration Scheme (DVRS) and failure to supply full details and sign the declaration can result in the application not proceeding. I acknowledge I have read and understand the DVRS Agreement and agree to be bound by it.

Name

Signature

Position

Date

Day	/	Month	/	Year
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Personal Information Collection Notice

Transport for NSW is committed to protecting your privacy and ensuring your personal and health information is managed according to law. Find out why we collect your personal information, including how we use and manage it, by reading our privacy statement at transport.nsw.gov.au or phone 13 22 13 to request a copy.

Participant checklist
(please include all required documents)

Eligibility of applicant

- Dealer within NSW or within 50km of NSW border
Dealer number State
- Manufacturer/retailer of new trailers weighing less than 250kg
- Entity engaged in the distribution or management of new motor vehicles

Mandatory requirements

- Completed DVRS Agreement
- Proof of identity for the applicant
- National Criminal Check for the participant representative and any person listed on Schedule 2 of the DVRS Agreement (criminal check must have been issued within the last 3 months)
- Copy of ACN or ARBN full ASIC report
- Public and products liability or broadform liability
- Workers compensation certificate of currency (exemptions do apply, see Schedule 3 - insurance of the agreement)

Dealer

- Proof of dealer licence

New vehicle dealer

- Manufacturer/dealer franchise or agreement as an agent sighted

Heavy vehicle dealer

- HVAIS

Trailer organisation

- Letterhead stating the make of trailer they manufacture
- Copy of the vehicle type approval issued by the Commonwealth Government

Office use only

Checklist verified

Manager or delegate signature

Service centre

Date

 Day / Month / Year

DVRS induction checklist

(to be completed after DVRS Agreement is signed)

1. Has the DVRS Agreement been executed satisfactorily?

Yes

No

2. Have the following items been provided?

Adequate stock of forms

Number plates

3. Inform the participant the following documents are available on the Transport website

DVRS Business Rules

Road Vehicle Descriptor Sheets

Motor Dealers Guide

Statement of Business Ethics

Fit and Proper Policy

4. Are authorised users in place?

Yes

No

I have ensured that the checklist has been completed and the user representative and staff are aware of their responsibilities.

Manager or delegate signature

Date

 Day / Month / Year