

**1. Participant details**

Name


Trading Name

--

Business address


ACN/ARBN

--

ABN

--

Phone number

--

Dealer number if applicable

--

Representative name

--

DOL User ☐ Yes ☐ No

**2. Service centre based monitoring**

**Check 5 - 10 recent registrations**

Number of transactions checked

--

Applications completed correctly

☐ Yes ☐ No

POI supplied

☐ Yes ☐ No

All supporting documents supplied

☐ Yes ☐ No

No errors in VIN and engine numbers

☐ Yes ☐ No

Lodged in appropriate time frame

☐ Yes ☐ No

DRIVES record matches application forms

☐ Yes ☐ No

If no, list errors/anomalies in notes

**Check records of plates and plates issued**

Is the representative on the POI schedule?

☐ Yes ☐ No

**Additional checks**

Have ACN/ARBN and ABN been verified?

☐ Yes ☐ No

Is POI list current?

☐ Yes ☐ No

Is list of DOL users current?

☐ Yes ☐ No

If no, list errors/anomalies in notes

Registration no.

Anomalies detected


Notes (indicated any items to be followed up)


Participant notified of anomalies/action required


Manager or delegate signature

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Date

	/		/	
day		month		year

Participant signature

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Date

	/		/	
day		month		year