



APPLICATION NUMBER : AA5000-.....

(Please write your application number here).

APPLICANTS HAVE TWENTY-ONE (21) DAYS TO COMPLETE THIS FORM AND PROVIDE REQUESTED INFORMATION

(If you do not provide the requested information within the time specified your application will be assessed on the information provided and may result in a nil payment.)

- **A copy of your Additional Assistance Payment Scheme application for a Corporation (Company), Co-operative or Network is included with this form.**
- **Please reference the attached application when completing this form.**
- **Each section will have a number of questions which you must answer.**

Introduction

The NSW Government established an industry adjustment assistance package of up to \$250 million to assist people like eligible taxi and hire vehicle licence holders adjust to the changes to the point to point transport industry.

Applications for the Additional Assistance Payment Scheme (AAPS), the final assistance package scheme of up to \$142 million for those in hardship and detrimentally affected by the point to point transport industry reforms, closed on Monday, 1 October 2018.

You will need to complete and return this manual Verification of Information form together with all necessary additional documents.

What happens next?

Initial assessment of applications has commenced.

- Your application has been initially assessed and the information provided in your application needs to be further verified for final assessment.
- You are being requested to provide further personal and financial information to verify and determine your application.
- You will be given twenty-one (21) days to complete this form and provide the requested information.
- No additional information will be accepted after Friday, 14 December 2018.

It is appreciated that the application process requires applicants to provide a significant amount of personal and financial information with evidence to support their claims.

As part of the assessment process the impact of any decline in company performance will be considered, as well as the financial position of your household, before and after the point to point transport industry reforms. This will allow Transport for NSW to understand the full context of your circumstances and determine if you have suffered financial hardship directly as a result of the reforms. While you may hold and operate your licence through a company, it may be a small or significant component of your overall financial position. This means you will be required to provide details of other household sources of income, assets and liabilities to assist in assessing your application.

Contact

If you need any help please email industryassistance@transport.nsw.gov.au or contact the Additional Assistance Payment scheme info line on 1300 639 074.

For up-to-date information about the AAPS, including next steps and Frequently Asked Questions, visit www.transport.nsw.gov.au/industryassistance.

Before you submit this information

Before you submit the information requested in this form, please ensure you have attached all required documentation, certified by an Australian Legal Practitioner (solicitor or barrister) or a Justice of the Peace (registration number must be shown).

How to complete this form

Transport for NSW has received your manual application for the Additional Assistance Payment Scheme (AAPS) for a Corporation (Company), Co-operative or Network and you are now required to provide further information so that your application can be verified.

Your original application was submitted on a manual application form and submitted either by email or through Australia Post. You are now required to complete this manual verification form and submit all supporting documentation within **twenty-one (21) days**.

If you have previously provided any of the documents or information requested in this form, please make a note that the particular document or information has already been provided. If in doubt, please attach the document to this application.

Please make sure that you answer **ALL** questions – either YES or NO, where applicable. If you answer YES to any question, please complete all relevant questions for that particular section.

Please ensure all supporting documents attached to this form clearly show your name and application number.

The Additional Assistance Payment Scheme Verification of Information consists of six (6) sections:

- 1. Personal Information**
- 2. Industry Association**
- 3. Income and Expenses**
- 4. Assets**
- 5. Liabilities**
- 6. Estimate of your household net wealth.**

The following sections are also attached and must be read and completed:

- Terms and Conditions**
- Declarations and Consent**

- **Signatures (*please ensure you complete this section*)**
- **Supporting Documents Checklist (use this as a guide to ensure you complete all necessary questions and attach relevant certified documentation)**
- **Income Declaration (make sure you complete this form if you have no income to report).**

Please note: there are a number of questions which are mandatory. These questions are marked with an asterisk (*). If you do not complete these questions, your application may receive a nil payment.

You may be required to provide additional information to what you submit with this form if Transport for NSW needs further clarification on any information submitted.

As you complete this application please remember to:

<ul style="list-style-type: none"> • Print clearly using blue or black ink. 	<ul style="list-style-type: none"> • Never send originals of your documents. Please ensure that all documents submitted are certified copies. (Certification must be by an Australian Legal Practitioner (Solicitor or Barrister) or a Justice of the Peace.)
<ul style="list-style-type: none"> • Please do not staple any documents. 	<ul style="list-style-type: none"> • Clearly label any documents you enclose with your name and the relevant section that the information is supporting.

Supporting documents

You will need to provide the following documents with this form if they have not already been provided. All supporting documents MUST be certified as a true copy of the original either by an Australian Legal Practitioner (Solicitor or Barrister) or a Justice of the Peace (must show registration number).

Documentation required
<ul style="list-style-type: none"> • Council Rates Notice if you and/or your partner/spouse own/partially own your residence. • Applicant and spouse/partner Australian Taxation Office tax assessment notices for the financial years 2014-2015, 2015-2016 2016-2017and, if you have them 2017-18. • If you and/or your spouse/partner did not receive income for any or all of the financial years above, you and/or your partner/spouse will need to complete the Income Declaration form at the back of this application and attach it to your application. • Loan statements - Certified copies of the last statement for each loan identified in the application form. • Bank statements – Certified copies of the last statement for each bank account held by you and/or your spouse/partner in Australia and overseas. • Real Estate – Certified copies of loan statements for all real estate listed. • Superannuation Statements – Certified copies of superannuation statements for you and/or your spouse/partner as at June 2018.
<p><i>Continued</i></p>

- Business Indebtedness documents – Certified copies of indebtedness directly related to the day to day running of your taxi or hire vehicle business. Loan and/or contract agreements which clearly define the correlation between the loan and business operations should be included.
- Business Activity Statements – certified copies.
- Copy of the licence/licences (*If applicable*).
- 100 Points of Proof of Identity (POI) documents (see attached list of documents). **If you have previously provided POI documents, either with your application for the Additional Assistance Payment Scheme or any of the previous assistance schemes, you do not have to provide these documents again, unless you have changed your name and/or address since you submitted your POI previously.**

Lodgement of application and supporting certified documents

Please ensure that you:

Send the **completed** form and all supporting documents which have been **certified** to:

**ADDITIONAL ASSISTANCE PAYMENT SCHEME
TRANSPORT FOR NSW
LOCKED BAG 17
DUBBO 2830
NSW AUSTRALIA**

OR VIA EMAIL TO:

industryassistance@transport.nsw.gov.au

If you are mailing your application, please ensure you keep a certified copy of all documents for your records and evidence that you have mailed your application (for example, registered post, express post receipts).

Important information

Information and documentation provided in support of your claim for an Additional Assistance payment may be audited.

Please ensure you provide us with an email address if applying via email.

You will be contacted to provide additional information if the required documents are not attached.

Personal information

The information you provide on this form will be held by Transport for NSW (TfNSW) of 18 Lee Street, Chippendale, NSW 2008. You have the right to access or correct your personal information in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998*.

Once you have completed and lodged your application with the required supporting documents, a Transport for NSW representative may contact you. In some cases, we may require further details in order to assess and finally process your claim. You may receive an email requesting more details, or a phone call.

Warning

You may be prosecuted and fined or sued in a court of competent jurisdiction as a debt due to the Crown if you engage in improper conduct within the meaning of that term in clause 13 of Schedule 3 of the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016* including by:

- (a) making a statement or giving any information, for the purposes of obtaining or retaining any assistance funds knowing that it is false or misleading in a material particular, or
- (b) in, or in relation to, an application for any assistance funds making a statement or giving any information, knowing that it is false or misleading in a material particular,
- (c) doing or omitting to do anything for the purpose of misrepresenting eligibility to receive any assistance funds,
- (d) transferring a taxi licence or private hire vehicle licence, or engaging in or facilitating any other transaction involving a licence granted under the *Passenger Transport Act 1990*, for the purpose of altering an entitlement to receive any assistance funds or gaining any assistance funds.

Contact

You will also need to provide the email or mailing address which you would like TfNSW to use to contact you. Please indicate below how you wish to be contacted:

Email

General Mail (details listed in the application form will be used for this purpose).

1. PERSONAL INFORMATION*

1.1 PERSONAL DETAILS*

Title* (please circle)	Mr Mrs Ms Miss Other
First Name*	
Middle Name*	
Last Name*	
Date of Birth*	DD / MM / YYYY
Have you ever been known by another name? – please tick a box *	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>For example, name at birth, maiden name, married name, alias etc.</i>
If you have been known by another name, please provide details	
Email	
Daytime contact number*	

1.2 RESIDENTIAL DETAILS*

Note: You will need to provide a certified copy of a Council Rates Notice if you and/or your spouse/partner fully/partially own this property and attach it to this form.

	<input type="checkbox"/> I have an overseas address
Address Line 1*	
Address Line 2*	
Suburb/Town*	
State*	
Postcode*	
Is your postal address the same as your residential address?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Postal address	
Address Line 1*	
Address Line 2*	
Suburb/Town*	
State*	
Postcode*	

- Do you and/or your spouse/partner have a mortgage or loan on this property?* Yes No
- If you answered YES to the above question, show the amount of mortgage owing:*
\$ _____
- When did you first take out the mortgage on the property? * _____ (year)
- Other than yourself and/or your spouse/partner, does anyone else share ownership in this property? Yes No
- What percentage of ownership do you and/or your spouse/partner have in this property?
 % You % Spouse/Partner % Other share

1.3 MEMBERS OF YOUR HOUSEHOLD*

1.3A SPOUSE/PARTNER

Note: Please complete the following sections if you have a spouse/partner and/or dependents.

- Do you reside with a spouse/partner? * Yes No

If you answered YES, please complete the questions below.

First Name*	
Middle Name	
Last Name*	
Date of Birth*	DD / MM / YYYY
Relationship*	<input type="checkbox"/> Wife <input type="checkbox"/> Husband <input type="checkbox"/> De facto <input type="checkbox"/> Other

1.3B DEPENDENT DETAILS

Note: Please complete the details for all dependents living with you. Dependent relationship categories are:

- Child under 15;
- Dependent Child (Student 15-25);
- Other (please provide details).
- Do you have dependents living with you? * Yes No

If you answered YES, please complete the questions below.

Dependent Name	Date of Birth	Relationship (tick appropriate box)
	DD / MM / YYYY	<input type="checkbox"/> Child Under 15 <input type="checkbox"/> Dependent Child (Student 15-25) <input type="checkbox"/> Other _____
	DD / MM / YYYY	<input type="checkbox"/> Child Under 15 <input type="checkbox"/> Dependent Child (Student 15-25) <input type="checkbox"/> Other _____
	DD / MM / YYYY	<input type="checkbox"/> Child Under 15 <input type="checkbox"/> Dependent Child (Student 15-25) <input type="checkbox"/> Other _____
	DD / MM / YYYY	<input type="checkbox"/> Child Under 15 <input type="checkbox"/> Dependent Child (Student 15-25) <input type="checkbox"/> Other _____
	DD / MM / YYYY	<input type="checkbox"/> Child Under 15 <input type="checkbox"/> Dependent Child (Student 15-25) <input type="checkbox"/> Other _____

1.4 EMPLOYMENT DETAILS*

Note: Please complete employment details for yourself, including pension information (if applicable).

- **What is the status of your employment? (Please tick appropriate box.)***
 - Full-time Part-time Casual Contract/Temporary
 - Self-employed Unemployed Other _____
- **Are you currently receiving a pension? (Do not include superannuation pension.)***
 - Yes No
 - Full Partial None
- **Pension Type*:**
 - Age Disability Veterans Overseas Pension
 - Other _____
- **Frequency of payments**
 - Weekly Fortnightly Monthly
- **Amount of payment(s)?** \$ _____

1.5 SPOUSE/PARTNER EMPLOYMENT DETAILS* (if applicable)

Note: Please complete employment details for your spouse/partner, including pension information (if applicable).

- Spouse/Partner Employment type - *Please tick a box from the following**:
 - Full-time Part-time Contract/Temporary Casual Self-employed
 - Unemployed Other _____
- Is your spouse/partner currently receiving a pension?*(Do not include superannuation pension)
 - Full Partial None
- Spouse/partner pension type*
 - Age Disability Veterans Overseas Pension Carer
 - Overseas Pension Other _____
- Frequency of payments
 - Weekly Fortnightly Monthly
- Amount of payment(s)? \$ _____

2. INDUSTRY ASSOCIATION

2.1 PREVIOUS ASSISTANCE PAYMENTS*

Note: If you indicated in your Additional Assistance Payment Scheme application that you received monies from the Transitional Assistance Payment Scheme, the Transitional Assistance Payment Phase 2 or the Additional Assistance Hire Vehicles Payment Scheme, you are required to provide details of any previous assistance payments you have received.

- Enter the application reference number if you know what it is.
- Please enter the payment amount **BEFORE** tax.
- If you received a payment from more than one scheme, please complete the information relevant to each scheme.

Name of scheme	Application reference number (if known)	Amount of payment BEFORE tax
Transitional Assistance Payment		\$20,000 <input type="checkbox"/> \$40,000 <input type="checkbox"/> Other \$ _____
Transitional Assistance Payment Phase 2		\$20,000 <input type="checkbox"/> \$40,000 <input type="checkbox"/> Other \$ _____
Additional Assistance Hire Vehicles Payment Scheme		\$30,000 <input type="checkbox"/> \$80,000 <input type="checkbox"/> Other \$ _____

2.2 INDEBTEDNESS RELATED TO LICENCE AND/OR BUSINESS OPERATIONS*

Note: Please include debts directly associated to your licence and/or taxi or hire vehicle industry business operations. This includes loans and overdrafts etc. *Do not include loans not associated with your taxi or hire vehicle industry business.*

- You will need to provide a certified copy of your loan statement(s) and attach it/them to this application.
- You will also need to provide evidence such as the loan contract agreement to substantiate that the debt is directly associated to your licence and/or taxi or hire vehicle industry business operations.
- Do you and/or your spouse/partner have any debt/s associated with the day-to-day operations of your taxi or hire vehicle industry business?

Yes No

If you answered YES, please complete the questions below.

Loan Reference Number	Description of the Loan	Owed to	Amount owing at most recent statement date(\$)	Date loan commenced (Year)

3. HOUSEHOLD INCOME AND EXPENSES*

Income declared for you and/or your spouse/partner should include, but not be limited to, wages, income from the licence(s) held, businesses owned, rental income, interest, dividends, pensions, Centrelink income, income from another Government department, income from overseas and any other income.

3.1 APPLICANT INCOME*

Note: You must enter your income for all four (4) financial years from 2014 to 2018. You must provide a certified copy of your tax assessment notice for each relevant financial year and attach it to this form.

- Enter 0 if no income was earned in any or all financial years.
- If you did not earn any income for any or all of the financial years, you must complete the Income Declaration at the end of this form for all relevant years and attach it with your other documentation.
- Did you earn income during the period from 1 July 2014 to 30 June 2017?*

Yes No

****If you answered YES, please complete the questions below.**

****If you answered NO, please enter 0 and complete the Income Declaration.**

FY 2014-2015*

(a) Gross taxable income	\$ _____
(b) Assessed tax payable	\$ _____
(c) Medicare levy and surcharges	\$ _____
(d) Net income after tax	\$ _____
(e) Tax free super income	\$ _____
(f) Overseas income	\$ _____

FY 2015-2016*

(a) Gross taxable income	\$ _____
(b) Assessed tax payable	\$ _____
(c) Medicare levy and surcharges	\$ _____
(d) Net income after tax	\$ _____
(e) Tax free super income	\$ _____
(f) Overseas income	\$ _____

FY 2016-2017*

(a) Gross taxable income	\$ _____
(b) Assessed tax payable	\$ _____
(c) Medicare levy and surcharges	\$ _____
(d) Net income after tax	\$ _____
(e) Tax free super income	\$ _____
(f) Overseas income	\$ _____

- Have you received your notice of assessment for FY 2017-2018?

Yes No

- If you have received a notice of assessment for FY 2017-2018, please provide the following:

FY 2017-2018*

(a) Gross taxable income	\$ _____
(b) Assessed tax payable	\$ _____
(c) Medicare levy and surcharges	\$ _____
(d) Net income after tax	\$ _____
(e) Tax free super income	\$ _____
(f) Overseas income	\$ _____

3.2 SPOUSE/PARTNER INCOME* (if applicable)

Note: You must enter your spouse's/partner's income for all four (4) financial years from 2014 to 2018. You must provide a certified copy of your spouse's/partner's tax assessment notice for each relevant financial year and attach it to this form.

- Enter 0 if your spouse/partner did not earn income in any or all financial years.
- If your spouse/partner did not earn any income for any or all of the financial years, you must complete the Income Declaration at the end of this form for all relevant years and attach it with your other documentation.
- Did your spouse/partner earn income during the period from 1 July 2014 to 30 June 2017?*

Yes No

****If you answered YES, please complete the questions below.**

****If you answered NO, please enter 0 and complete the Income Declaration.**

FY 2014-2015*

(a) Gross taxable income	\$ _____
(b) Assessed tax payable	\$ _____
(c) Medicare levy and surcharges	\$ _____
(d) Net income after tax	\$ _____
(e) Tax free super income	\$ _____
(f) Overseas income	\$ _____

FY 2015-2016*

(a) Gross taxable income	\$ _____
(b) Assessed tax payable	\$ _____
(c) Medicare levy and surcharges	\$ _____
(d) Net income after tax	\$ _____
(e) Tax free super income	\$ _____
(f) Overseas income	\$ _____

FY 2016-2017*

(a) Gross taxable income	\$ _____
(b) Assessed tax payable	\$ _____
(c) Medicare levy and surcharges	\$ _____
(d) Net income after tax	\$ _____
(e) Tax free super income	\$ _____
(f) Overseas income	\$ _____

- Has your spouse/partner received a notice of assessment for FY 2017-2018?

Yes No

- If your spouse/partner has received a notice of assessment for FY 2017-2018, please provide the following:

FY 2017-2018*

(a) Gross taxable income	\$ _____
(b) Assessed taxable income	\$ _____
(c) Medicare levy and surcharges	\$ _____
(d) Net taxable income	\$ _____
(e) Tax free super income	\$ _____
(f) Overseas income	\$ _____

3.3 ASSIGNMENT LEASE*

Note: All assignment lease income, *excluding* GST, for you and/or your spouse/partner should be included.

If you have received an assignment lease agreement for your taxi licence(s) for FY 2018-2019, you will need to attach a certified copy of each assignment lease agreement to this form.

- Do you have an assignment lease agreement for your taxi licence(s) for FY 2018-2019?

Yes No

- If you answered YES, please enter the details below for each licence.

Licence Number and/or Plate (registration) Number	Assignment Lease Agreement FY 2018-19 Yes or No	Tentative amount to be received in FY 2018-19 (\$)

3.5 BUSINESS INCOME*

Note: This includes any income from your and/or your spouse's/partner's and/or your dependents' businesses, trusts, partnerships, etc. If you did not have income for any of the years, please enter ZERO for that year.

- Did you and/or your spouse/partner and/or your dependents receive income as a sole trade, partnership, from a business or trust distributions?

Yes No

- If you answered YES, please complete the following questions. Please note that the amount entered should be the combined household amount.
- Please provide a copy of the Company Profit and Loss Balance Sheet for FY 2017-2018.

Enter description - business/trust/partnership etc	Gross Income received in FY 2015-16 (\$)	Gross Income received in FY 2016-17 (\$)	Gross Income received in FY 2017-18 (\$)

3.6 OTHER INCOME*

Note: This includes income from the sale of assets (such as cars, property), cash, gifts, etc. You must include any other income you and/or your spouse/partner received which is not already included in the application, such as part-time/casual income and overseas income.

Do **not** include any other assistance payments you and/or your spouse/partner received in this section. These payments should be included under Section 2.1 Previous Assistance Payment.

Property rental or lease income should be included in the REAL ESTATE section under ASSETS.

- Did you and/or your spouse/partner earn any other income (not included elsewhere) during the period from 1 July 2014 to 30 June 2018?

Yes No

- If you answered YES, please complete the following questions.

Other income earned (enter description)	Total other income FY 2014-15 (\$)	Total other income FY 2015-16 (\$)	Total other income FY 2016-17 (\$)	Total other income FY 2017-18 (\$)

3.7 BUSINESS ACTIVITY STATEMENTS (BAS)

Note: You need to provide certified copies of your Business Activity Statements and/or Instalment Notices for you and your spouse/partner for each of the Financial Years 2015-16, 2016-17, 2017-18 and 2018-19.

- Did you and/or your spouse/partner submit Business Activity Statements (BAS) for FY2015-2016, 2016-2017, 2017-2018, 2018-2019?

Yes No

- If you answered YES, please provide certified copies of the BAS for the relevant years for you and/or your spouse/partner.

4. ASSETS*

Note: Please consider the following questions for you and/or your spouse/partner. The answers will help calculate the total value of your household assets.

4.1 BANK ACCOUNTS

Note: Savings, cheque and investment accounts, term deposits and joint accounts held in Australia and overseas should be included. You will need to provide a certified copy of your latest bank statement/s and attach the documents to your application.

- Do you and/or your spouse/partner have funds in savings, cheque accounts, investment accounts, term deposits, joint accounts in Australia and/or overseas?

Yes No

- If you answered YES, please complete the questions below.

Type of Account	Name of institution at which account is held	Account holder/s name/s	Account number	Balance of account at most recent statement date

4.2 REAL ESTATE*

Note: You need to complete this section for all real estate you and/or your spouse/partner own.

- You will need to provide an approximate value for each and every piece of real estate that you hold in Australia and overseas.
- Real estate includes house, townhouse, self-contained flat, units or flats, duplex, vacant land, retail premises, industrial or commercial premises, farm and overseas property.

- If the property is a farm, include the value of livestock, plant and machinery when estimating market value.

You do not need to list your residential address.

Do you and/or your spouse/partner own any real estate?* Yes No

If you answered YES, you must complete all questions below.

List all real estate owned by you and/or your spouse/partner Type of real estate	Address of property	Approximate market value of this property (\$)
1		
2		
3		
4		
5		

You must complete the questions below for each of the properties identified above.**

Do you and/or your spouse/partner earn rental or lease income on this property? Yes or No	If you and/or your spouse/partner earn rental or lease income on this property, what is the gross fortnightly rent or lease income? (\$)	Do you and/or your spouse/partner have a mortgage or loan on this property? Yes or No	What year did the mortgage or loan on this property commence? Year	Amount owing on the mortgage of this property as at the latest statement date? (\$)	Besides you and/or your spouse/partner does anyone else share ownership of this property? Yes or No	What percentage (%) share of this property do you and/or your spouse/partner own? (\$)
1						
2						
3						
4						
5						

4.3 SHARES AND MANAGED INVESTMENT SCHEMES*

Note: Please use the estimated combined \$ value at the end of the previous month.

- Do you and/or your spouse/partner own any interest in shares, options, rights, notes or other securities that are either listed on a stock exchange, or are issued by a private or public company that is not listed on a stock exchange?

Yes No

- If you answered YES, you must complete the questions below.

Type of share or security: ➤ Ordinary ➤ Preference ➤ Redeemable ➤ Other	Name of company	Estimated combined value at end of previous month (your own and/or your spouse's/partner's) shares and managed investment ownership (\$)

4.4 APPLICANT SUPERANNUATION*

Note: If you have a superannuation account or accounts, you will need to provide a certified copy of your superannuation statement/s as at June 2018. Please include all amounts as at June 2018.

- Superannuation held outside Australia should also be included.
- Do you hold any superannuation fund accounts? Yes No

If you answered YES, you must complete the questions below.

Name of Superannuation Fund	Account Number or Membership Number	Balance of fund at 30 June 2018 (\$)	Are you currently receiving an annuity or pension from this fund? Yes or No	Annual value of Annuity or Superannuation Pension (\$)

4.5 SPOUSE/PARTNER SUPERANNUATION*

Note: If your spouse/partner has a superannuation fund/s, you will need to provide a certified copy of your spouse's/partner's superannuation statement/s as at June 2018. Please include all amounts as at June 2018.

- Superannuation held outside Australia should also be included.

- Does your spouse/partner hold any superannuation fund accounts?

Yes No

- If you answered YES, you must complete the questions below.

Name of Superannuation Fund	Account Number or Membership Number	Balance of fund at 30 June 2018 (\$)	Is your spouse/partner currently receiving an annuity or pension from this fund? Yes or No	Annual value of Annuity or Superannuation Pension (\$)

4.6 VEHICLES*

Note: Vehicles include motor vehicles (e.g. taxi, family car), caravans, motor cycles, motor homes and boats.

- Please include the estimated value(s) of the vehicle/s on the day of application.
- You do not have to include vehicles which are individually valued at less than \$5,000.

- Do you and/or your spouse/partner own, either wholly or jointly, any vehicles?

Yes No

- If you answered YES, you must complete the questions below.

Make of vehicle	Model/Year	Type of vehicle (taxi, family car, boat, etc)	Estimated value at date of application (\$)	Do you have any loans on this vehicle? Yes or No	Amount owing at most recent statement date. (\$)

4.7 OTHER ASSETS*

Note: Other assets may include, but are not limited to, cash on hand (where this is over \$5,000), interest in a business, shares in a private company or an interest in a family or unit trust, jewellery or artwork.

- All assets in Australia and overseas should be included.
- Do you and/or your partner/spouse have any other assets?
 Yes No
- If you answered YES, you must complete the questions below.

Description of the asset	Do you and/or your spouse/partner own 100% of this asset? Yes or No	What percentage of this asset do you and/or your spouse/partner own? %	Estimated value of this asset at date of application (\$)	Do you and/or your spouse/partner have any loans on this asset? Yes or No	Amount owing at the most recent statement date (\$)

5. LIABILITIES*

Note: Please include all liabilities such as personal loans, credit card debts, student loans, outstanding medical bills, outstanding tax debts, loans from a company for which you are an office holder, etc.

- Do not include any loans already detailed in the previous sections.
- For every liability you declare you will need to provide a description of the liability, the amount owed, current repayments and a certified copy of the statement of the liability.
- Please list all liabilities for you and/or your spouse/partner.
- Please include credit card debts where you and/or your spouse/partner are regularly paying interest on outstanding balances greater than \$500.

- Do you and/or your spouse/partner have any outstanding debts in Australia and/or overseas?**
 Yes **No**
- If you answered YES, you must complete the questions below.**

What is the debt? (E.g. personal loan, credit card (provide account numbers), student loans, outstanding medical bills, outstanding tax debt, loans from a company for which you are an office holder, etc.) List each debt separately.	Amount owing (\$)	Monthly repayment (\$)

6. ESTIMATE OF YOUR HOUSEHOLD NET WEALTH*

- Based on your calculations, please enter your household approximate net wealth.
- The ASIC Moneysmart website has a net worth calculator which you can use to calculate your estimated net wealth at: <https://www.moneysmart.gov.au/tools-and-resources/calculators-and-apps/your-net-worth-calculator>.

You can use the table below to assist in your calculation.

Assets	\$ Value	Liabilities	\$ Value
Principal Residence**		Mortgage**	
Real Estate (total)		Total mortgages	
Vehicles		Total vehicle loans	
Taxi Licence(s)		Loan	
Taxi or hire vehicle business loan(s)			
Total bank accounts		Credit Card Debt	
Superannuation		Personal loans (not included above)	
Other Assets - total		Total of other outstanding debts	
House Contents			
Total Assets (Excluding Principal Residence)		Total Liabilities (Excluding Principal Residence Mortgage)	
#Net wealth (Total Assets less total Liabilities)			

*(**Remember do not include the market value or mortgage on your principal residence when calculating your net wealth as an individual or household.)*

- Estimated TOTAL Assets: \$ _____
- Estimated TOTAL Liabilities: \$ _____
- Estimated household net wealth: \$ _____

TERMS AND CONDITIONS

Terms and Conditions

1. In these Terms and Conditions:

Act means the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016*.

Additional Assistance Payment means the amount of money payable to persons determined by the Minister for Transport and Infrastructure (the Minister) in accordance with Clause 4(1) of Schedule 3 of the Act, who are or were involved in or connected with the taxi or hire vehicle industry and who are detrimentally affected by changes made to those industries under the Act.

Additional Information Period means the period determined by the Panel in accordance with Clause 6A(2) of the Regulations.

Application means an application for an Additional Assistance Payment.

Application closing date means the date determined by the Panel and published in the NSW Government Gazette and on the Transport for NSW (TfNSW) website.

Certified means a copy of an original document witnessed and certified that it is a true copy of the original document in accordance with the guidelines determined by the Taxi and Hire Vehicle Industries Assistance Panel and published on the TfNSW website.

Commission Records means records maintained by the Point to Point Commissioner under the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016*.

Commissioner means the Point to Point Transport Commissioner appointed under the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016*.

Improper Conduct means improper conduct as defined in Clause 13(1) of Schedule 3 of the Act.

Licence means a licence as prescribed under the *Passenger Transport Act 1990* before 1 November 2017.

Partner – see spouse below.

Personal Information means personal information within the meaning of section 4 of the *Privacy and Personal Information Protection Act 1998*.

Principal Residence means the place you and your family live in and you and/or your spouse or partner own or are buying and is not used for income producing purposes e.g. rental or lease.

Regulations means the *Point to Point Transport (Taxis and Hire Vehicles) (Industry Adjustment) Regulation 2016*.

RMS Register means the Taxi-cab Licence Register that is part of the Transport Information Management System which relates to taxi-cab licences maintained by Roads and Maritime Services (and its predecessors) pursuant to the *Passenger Transport Act 1990*.

Scheme Manager means the person appointed by TfNSW for managing the processing of applications for an Additional Assistance Payment.

Service Provider/s means the provider of a booking service, passenger service or taxi service as prescribed under the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016*.

Spouse or partner means another person (of any sex) with whom you are a member of a couple and includes a person:

- a) to whom you are married;
- b) you are in a registered relationship with, or
- c) you are in a de facto relationship with.

The State means the Crown within the meaning of the *Crown Proceedings Act 1988* and includes an officer, employee or agent of the Crown.

Taxi and Hire Vehicle Industries Assistance Panel means the panel constituted under Schedule 3 of the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016*.

Your Additional Assistance Payment application

2. You must provide all relevant information in the form required to enable your Additional Assistance application to be assessed.
3. Applications for an Additional Assistance Payment must be received by TfNSW by the application closing date. Late applications will not be accepted and considered.
4. The information contained in your application may be supplied to Roads and Maritime Services and the Commissioner to verify against their records:
 - a) that you are the owner or joint owner of the licence that is the subject of the application;

- b) that you were an authorised taxi service provider, authorised private hire vehicle operator or holder of a driver authority under the *Passenger Transport Act 1990* before 1 November 2017;
- c) that you are an authorised taxi service provider or booking service provider under the Act;
- d) that the information you have provided is correct and up-to-date; or
- e) any other relevant matter.

Further evidence or information

- 5. The Scheme Manager may not process the application if the application is incomplete or if the Scheme Manager requires further evidence or information to accompany the application.
- 6. If the application is incomplete the Scheme Manager may, by notice in writing, notify you of the information that must be provided, or any other thing that must be done, to make the application comply. The notice from the Scheme Manager will include a date by which the information must be provided or the thing must be done.
- 7. Failure to provide any further information may mean that a determination will be made on the basis of the information or evidence on hand at the end of the additional information period and could result in a nil payment.

Certification, verification and audits

- 8. Information or evidence submitted in your application must be certified in accordance with the guidelines of the Panel and published on the TfNSW website. Information or evidence that is not certified may not be considered in relation to your application.
- 9. A determination in relation to your application may be made on the basis of the information or evidence on hand at the end of the additional information period.
- 10. Your application may be subject to audit.

Use of agent

- 11. You may engage an agent whom you approve in writing to act on your behalf in making an application.
- 12. A certified copy of the written consent authorising the agent to act on your behalf must be attached to your application.
- 13. If there is any dispute about the authority of your agent to act for you, TfNSW and the State assume no responsibility and the dispute will be a matter for you to resolve.

Power of Attorney

- 14. If an attorney is authorised to make an application on behalf of an applicant a certified copy of the Power of Attorney must be attached to the application.

Joint owners

- 15. The Scheme Manager may require a joint owner of a licence or service provider to provide evidence of the applicant's share of ownership of any joint licence or joint service provider.

Ineligible applicants

- 16. If the Scheme Manager is not satisfied that you are eligible because you have not provided evidence that you are or were involved in or connected with the taxi or passenger hire vehicle industry, you will be notified in writing.
- 17. The notice will include the reasons for the decision.

Payment of funds

- 18. The amount of the payment is determined by the Minister. In determining whether an amount of additional assistance funds is payable the Minister may have regard to any applicable criteria recommended by the Panel.
- 19. TfNSW will notify the applicant in writing of any determination under the Additional Assistance Payment Scheme and whether the determination is subject to any conditions.
- 20. Additional Assistance Payment Scheme payments will be paid by cheque made payable to the individual or corporate entity that made the application.

Improper conduct

21. The Minister may determine that a person who has engaged in improper conduct is not eligible to receive a payment of additional assistance. Improper conduct includes:
 - making a statement to TfNSW or the Scheme Manager, making a statement in relation to an application, that the applicant knows is false or misleading in a material particular;
 - doing or omitting to do anything for the purpose of misrepresenting eligibility to receive additional assistance funds.
22. A person who receives an amount of assistance funds may be required by the Minister by notice in writing to repay the amount if that person has engaged in improper conduct (whether in relation to that amount or any other assistance funds paid to the person).
23. An amount of assistance funds required to be repaid under this clause may be recovered by the Secretary of the Department of Transport in a court of competent jurisdiction as a debt due to the Crown.
24. A person may make an application to the Local Court for an appeal if it has been determined that a person has engaged in improper conduct.
25. A person may also be liable for criminal prosecution in relation to the improper conduct.

Your obligations

26. Applicants must ensure that the information contained in the application is complete, accurate and correct and respond to any request to provide additional information or evidence if required by the Scheme Manager.

Inconsistency between Terms and Conditions and Act or Regulations

27. When these Terms and Conditions are inconsistent with the Act or the Regulations, the latter must prevail and the former will, to the extent of any inconsistency, be invalid.

Invalidity

28. If any of these Terms and Conditions is for any reason declared invalid or unenforceable, the validity of the remaining terms is not to be affected and those terms are to remain in full effect as if this document has been entered into with the invalid part eliminated.

Limitation of liability

29. Any Additional Assistance Payment which is made does not constitute a payment of compensation and is not an admission of liability by TfNSW or the State.

Acknowledgement of Terms and Conditions

I/We have read and agree to the Terms and Conditions.

- I/We accept that if the Terms and Conditions are not met, I/we may not be entitled to receive or retain the Additional Assistance Payment.
- I/We understand that my/our application is supplied voluntarily but cannot be processed unless I/we provide this information.
- I/We understand that my/our eligibility for Additional Assistance Payment will be assessed based on information provided in this application process and information held by Transport for NSW and Roads and Maritime Services and the Commission and such further information as is provided by me/us upon request.
- I/We authorise Transport for NSW to address all correspondence relating to this application to the nominated address.
- I/We understand that if my/our application is found to be false or misleading in any respect, assistance funding may not be paid and I/we may be subject to prosecution.

DECLARATIONS AND CONSENT

Note: Your application will not be processed unless this section is completed, signed and witnessed.

False and Misleading Information

As an applicant or applicants for additional assistance funds, you must ensure that the information contained in your application and all attached documents provided with the application are true, complete, accurate and correct. Where an application is found to be false or misleading in any respect assistance funding may not be paid and you may be subject to prosecution. If assistance funding has been paid proceedings may be commenced by the Secretary of the Department of Transport for the recovery of the assistance monies paid plus interest as a debt due to the Crown in a court of competent jurisdiction.

I/We acknowledge the above and declare that:

- The information that I/we have supplied in this application, and any attachments to this application, is true, complete, accurate and correct to the best of my knowledge; and
- I/we have not knowingly excluded any relevant information, including interstate or overseas incomes that the applicant receives or assets the applicant holds.

Agree

Do not Agree

Note: You must tick one of the boxes above. *This application will not be considered for an Additional Assistance Payment unless the applicant/s agrees to the above.*

Privacy and Personal Information

Transport for NSW is subject to the *Privacy and Personal Information Act 1998 (NSW)* and the *Health Records and Information Privacy Act 2002 (NSW)* which requires us to comply with the Information Protection Principles and Health Privacy Principles.

Transport for NSW collects, holds and uses personal information for specific purposes relevant to our functions. We are collecting your personal information for the purposes of assessing and determining whether an amount of additional assistance funds ought to be paid to you under section 4(1) of the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016*.

So that we can deal with your application for the payment of an amount of additional assistance funds, we will need to disclose your personal information to Roads and Maritime Services and the Point to Point Transport Commissioner.

We may also disclose information in relation to your application (including your personal information) to:

- (a) The Taxi and Hire Vehicle Industries Assistance Panel (with representation from the NSW Taxi Council) for the purpose of administering the payment of assistance funds;
- (b) The Office of the Small Business Commissioner to the extent permitted by law; and
- (c) Third parties engaged by Transport for NSW for the purpose of verifying and auditing the information you provide so a determination on your application may be made.

In assessing, auditing and determining your application it may also be necessary for us to collect your personal information from the entities listed above. If this occurs, you will be notified. However, by proceeding with this application you consent to Transport for NSW obtaining your personal information from these entities rather than directly from you.

You may choose not to provide your personal information or not provide consent to Transport for NSW collecting your personal information from third parties. However, this may mean that it is not possible or practicable for us to assist you or consider your application for a payment.

Transport for NSW of 18 Lee Street, Chippendale NSW 2008 will hold your information. You can ask to access or amend your personal information or health information held by us. If you wish to do so, please contact us on 1300 639 074 or send an email to industryassistance@transport.nsw.gov.au

On behalf of all persons associated with this application we give consent for Transport for NSW to disclose information in relation to this application (including my/our personal information) as described in this notice.

Agree **Do not Agree**

Note: You must tick one of the boxes above. Failure to provide your consent may mean that it is not possible or practicable for us to assist you or consider your application for a payment and result in a determination of no payment of additional assistance funds.

SIGNATURES – Individual and/or Spouse/Partner		
Applicant		
		/ /
NAME	SIGNATURE	DATE
		/ /
NAME OF WITNESS	SIGNATURE	DATE
Spouse/Partner (if applicable)		
		/ /
NAME	SIGNATURE	DATE
		/ /
NAME OF WITNESS	SIGNATURE	DATE

Supporting Documentation Checklist (for applicants - and Corporation (Company) financial statements for 2017-2018)* Please ensure that all the following supporting documents are attached. Note: All documents <u>MUST</u> be certified as a true copy of the original document by an Australian Legal Practitioner (solicitor or barrister) or a Justice of the Peace (must show registration number). Please note: In order for this application to be considered, you must submit a copy of your and your spouse's/partner's tax assessments for the last 4 financial years. (You may cover the tax file number on these documents.)	Yes	No
Applicant Tax Assessment for FY 2014-15*	<input type="checkbox"/>	<input type="checkbox"/>
Applicant Tax Assessment for FY 2015-16*	<input type="checkbox"/>	<input type="checkbox"/>
Applicant Tax Assessment for FY 2016-17*	<input type="checkbox"/>	<input type="checkbox"/>
Applicant Tax Assessment for FY 2017-2018*	<input type="checkbox"/>	<input type="checkbox"/>
Income Declaration Applicant (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Spouse/Partner Tax Assessment for FY 2014-15*	<input type="checkbox"/>	<input type="checkbox"/>
Spouse/Partner Tax Assessment for FY 2015-16*	<input type="checkbox"/>	<input type="checkbox"/>
Spouse/Partner Tax Assessment for FY 2016-17*	<input type="checkbox"/>	<input type="checkbox"/>
Spouse/Partner Tax Assessment for FY 2017-2018*	<input type="checkbox"/>	<input type="checkbox"/>
Income Declaration Spouse/Partner (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Corporation (Company) Profit and Loss Balance Sheet 2017-2018*	<input type="checkbox"/>	<input type="checkbox"/>
Loan Statements* (a copy of the last statement of each loan identified in this application)	<input type="checkbox"/>	<input type="checkbox"/>
PRIMARY residence Council Rates Notice * (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Bank Statements – see certification requirements above. Bank account details need to be completed in the Assets Section of the application form.	<input type="checkbox"/>	<input type="checkbox"/>
Real Estate – attach loan statement documents for all real estate listed in the application.	<input type="checkbox"/>	<input type="checkbox"/>

Applicant Superannuation Statements – Please attach superannuation statements as at June 2018. Before you attach any superannuation statement, you need to complete superannuation details in the Assets section of the application.	<input type="checkbox"/>	<input type="checkbox"/>
Spouse/Partner Superannuation Statements – please attach superannuation statements as at June 2018. Before you attach any superannuation statement, you need to complete superannuation details in the Assets section of the application for your spouse/partner.	<input type="checkbox"/>	<input type="checkbox"/>
Liability documents – before you attach any liability documents, you must complete details of all liabilities in the Liabilities section of the application.	<input type="checkbox"/>	<input type="checkbox"/>
Business Indebtedness Documents NOTE: You must prove that indebtedness declared in the Industry Association section of your application is directly related to the day to day running of your business. You may attach loan or contract agreements to your application which clearly define the correlation between the loan and the business operations.	<input type="checkbox"/>	<input type="checkbox"/>
Business Activity Statements	<input type="checkbox"/>	<input type="checkbox"/>
Optional Documents – you can attach any other document you think is relevant to your application.	<input type="checkbox"/>	<input type="checkbox"/>
Power of Attorney (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Signed and Witnessed Declarations and Consent*	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Identity – You must provide 100 points of Proof of Identity (POI) documents, including ONE Primary document. All names must match on all proof of identity documents. (See attached list of Proof of Identity Documents.) **If you have previously provided POI documents, either with your application for the Additional Assistance Payment Scheme or any of the previous assistance schemes, you do not have to provide these documents again, unless you have changed your name and/or address since you submitted your POI previously.	<input type="checkbox"/>	<input type="checkbox"/>

INCOME DECLARATION

- Please complete this form if you have indicated that you and/or your partner/spouse did not earn any income in all or any of the financial years 2014/2015, 2015/2016, 2016/2017, 2017-18. When you have completed this form it must be attached to your application.
- **Note:** income includes, but is not limited to wages, income from any licences held, businesses owned, investment property income, interest, dividends, pensions, Centrelink income, income from overseas and any income from any Government department.

Applicant Details

Applicant's Name:

I declare that I did **not** earn any income for the financial year/s (FY) as indicated below and I am unable to provide a taxation assessment notice for that year/s:

- FY 2014/2015
- FY 2015/2016
- FY 2016/2017
- FY 2017/2018

Applicant's signature:

Date: DD / MM / YYYY

Spouse/Partner Details (if applicable)

Spouse/Partner Name:

I declare that I did **not** earn any income for the financial year/s (FY) as indicated below and I am unable to provide a taxation assessment notice for that year/s:

- FY 2014/2015
- FY 2015/2016
- FY 2016/2017
- FY 2017/2018

Partner/spouse signature:

Date: DD / MM / YYYY