



Application for nomination of designated director / manager

Under section 7 of the *Passenger Transport Act 1990*

Each nominee must do one of the following:

- Provide evidence of a criminal history check undertaken no more than three (3) months prior to the date of the application. The criminal history check must include all of their names and any previous names that they have been known by.
- Or elect for Transport to apply for a criminal history check on their behalf they will need to provide four (4) documents from the three (3) mandatory categories. Please be aware that this will increase the processing time of the application. <https://www.rms.nsw.gov.au/business-industry/buses/drivers/proof-of-identity-for-national-criminal-history-check.html>

Part A – Company/Corporation details

1. Company/Corporation name

Australian Company Number (ACN)

Accreditation Number

2. Registered office address

3. Address at which operations will be conducted

4. Address for correspondence

5. Email address

6. Phone number

7. Fax number

8. Mobile number

Part B – Details of person completing this form

To complete this application you must be acknowledged by the Australian Security and Investment Commission (ASIC) as an authorised representative of the company/corporation named above. Please complete the details below and attach a copy of your ASIC certificate indicating your authorisation to represent the above named company/corporation.

1. Name

2. Driver licence number

3. Position in company/corporation

4. Residential address

Part C – Details of Nominee 1

To be completed by the Nominee. *If there is insufficient space, additional sheets may be attached.*

1. Name

Date of birth

Residential address

Driver licence number

Email address

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Enrolment Services

PO Box 3185, Parramatta NSW 2124

roads-maritime.transport.nsw.gov.au | T 02 8848 8700 | F 02 8848 8797 | E busapplications@transport.nsw.gov.au

Application for nomination of designated director / manager

2. Position in company/corporation

Nomination
 Designated director Designated manager

3. Do you or have you ever held any of the following under the *Passenger Transport Act* in NSW or equivalent in any other Australian jurisdiction:

(a) An accreditation Yes No
(b) An authority Yes No

If yes, please provide details

4. Has your accreditation or authority ever been cancelled, suspended or varied?
 Yes No *If yes, please provide details*

5. Have you ever been disqualified, under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001 (Cth)*, from managing corporations?
 Yes No *If yes, please provide details*

6. Have you ever been the subject of a proceeding under section 588G (Director's duty to prevent insolvent trading by company) or section 592 (Incurring of certain debts; fraudulent activity) of the *Corporations Act 2001 (Cth)*?
 Yes No *If yes, please provide details*

7. Are you a director of a company that has been, or is in the course of being, wound up under Part 5.4 (Winding up in insolvency) of the *Corporations Act 2001 (Cth)*?
 Yes No *If yes, please provide details*

8. Have you been declared bankrupt in the last 10 years?
 Yes No *If yes, please provide details*

9. Have you ever been convicted of any civil offence under the *Corporations Act 2001 (Cth)*?
 Yes No *If yes, please provide details*

10. Have you been convicted (in any jurisdiction) at any time during the 10 years immediately preceding the date of this application?
 Yes No *If yes, please provide details*

11. Have you been charged (in any jurisdiction), as at the date of the application, where proceedings are pending in respect of the charge.
 Yes No *If yes, please provide details*

12. Will this nominee be responsible for the current *Passenger Transport Act* accreditation held by the company, if accepted?
 Yes No *If yes, please provide details*

13. Will this nominee be responsible for all current *Passenger Transport Act* licence(s) held by the company, if accepted?
 Yes No

14. Has this nominee satisfactorily completed an approved operator training course?
 Yes No *If yes, please provide details*

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Part D – Details of Nominee 2 (if applicable)

To be completed by the Nominee. If there is insufficient space, additional sheets may be attached.

1. Name

Date of birth

Residential address

 Postcode
Driver licence number

Email address

2. Position in company/corporation

Nomination
 Designated director Designated manager

3. Do you or have you ever held any of the following under the *Passenger Transport Act* in NSW or equivalent in any other Australian jurisdiction:
(a) An accreditation Yes No
(b) An authority Yes No
If yes, please provide details

4. Has your accreditation or authority ever been cancelled, suspended or varied?
 Yes No *If yes, please provide details*

5. Have you ever been disqualified, under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* (Cth), from managing corporations?
 Yes No *If yes, please provide details*

6. Have you ever been the subject of a proceeding under section 588G (Director's duty to prevent insolvent trading by company) or section 592 (Incurring of certain debts; fraudulent activity) of the *Corporations Act 2001* (Cth)?
 Yes No *If yes, please provide details*

7. Are you a director of a company that has been, or is in the course of being, wound up under Part 5.4 (Winding up in insolvency) of the *Corporations Act 2001* (Cth)?
 Yes No *If yes, please provide details*

8. Have you been declared bankrupt in the last 10 years?
 Yes No *If yes, please provide details*

9. Have you ever been convicted of any civil offence under the *Corporations Act 2001* (Cth)?
 Yes No *If yes, please provide details*

10. Have you ever been convicted (in any jurisdiction) at any time during the 10 years immediately preceding the date of this application?
 Yes No *If yes, please provide details*

11. Have you been charged (in any jurisdiction), as at the date of the application, where proceedings are pending in respect of the charge.
 Yes No *If yes, please provide details*

12. Will this nominee be responsible for the current *Passenger Transport Act* accreditation held by the company, if accepted?
 Yes No *If yes, please provide details*

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13. Will this nominee be responsible for all current *Passenger Transport Act* licence(s) held by the company, if accepted?

Yes No

14. Has this nominee satisfactorily completed an approved operator training course?

Yes No *If yes, please provide details*

Part E – Details of Nominee 3 (if applicable)

To be completed by the Nominee. *If there is insufficient space, additional sheets may be attached.*

1. Name

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Date of birth

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Residential address

Postcode

Driver licence number

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Email address

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2. Position in company/corporation

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Nomination

Designated director Designated manager

3. Do you or have you ever held any of the following under the *Passenger Transport Act* in NSW or equivalent in any other Australian jurisdiction:

(a) An accreditation Yes No

(b) An authority Yes No

If yes, please provide details

4. Has your accreditation or authority ever been cancelled, suspended or varied?

Yes No *If yes, please provide details*

5. Have you ever been disqualified, under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* (Cth), from managing corporations?

Yes No *If yes, please provide details*

6. Have you ever been the subject of a proceeding under section 588G (Director's duty to prevent insolvent trading by company) or section 592 (Incurring of certain debts; fraudulent conduct) of the *Corporations Act 2001* (Cth)?

Yes No *If yes, please provide details*

7. Are you a director of a company that has been, or is in the course of being, wound up under Part 5.4 (Winding up in insolvency) of the *Corporations Act 2001* (Cth)?

Yes No *If yes, please provide details*

8. Have you been declared bankrupt in the last 10 years?

Yes No *If yes, please provide details*

9. Have you ever been convicted of any civil offence under the *Corporations Act 2001* (Cth)?

Yes No *If yes, please provide details*

10. Have you ever been convicted (in any jurisdiction) at any time during the 10 years immediately preceding the date of this application?

Yes No *If yes, please provide details*

11. Have you been charged (in any jurisdiction), as at the date of the application, where proceedings are pending in respect of the charge.

Yes No *If yes, please provide details*

Application for nomination of designated director / manager

12. Will this nominee be responsible for the current *Passenger Transport Act* accreditation held by the company, if accepted?
- Yes No *If yes, please provide details*
- | |
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13. Will this nominee be responsible for all current *Passenger Transport Act* licence(s) held by the company, if accepted?
- Yes No
14. Has this nominee satisfactorily completed an approved operator training course?
- Yes No *If yes, please provide details*
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Part F – Proof of identity

To obtain a New South Wales Bus Operator Accreditation if you do not hold a current driver licence in NSW, you must prove your identity. <https://www.rms.nsw.gov.au/roads/licence/identity/index.html>

Part G – Privacy statement

We are collecting your personal and health information in connection with your application and an operator authority under the *Passenger Transport Act 1990 and 2014* and may retain and use it for the purposes of that Act and for driver licensing, motor vehicle, road transport or road safety purposes. Providing this information is voluntary but we may refuse your application unless you do so.

We may disclose your personal information and health information in order to verify it and to assess your application. We may disclose your personal information in respect of motor accidents enquiries and to other driver licensing and vehicle registration agencies. We may also disclose your personal information where relevant to other accredited operators in connection with the administration of the *Passenger Transport Act 1990 and 2014*. Otherwise, we will not disclose your personal or health information without your consent unless authorised by law.

This Privacy Statement also applies in respect of your personal and health information we may subsequently collect in relation to your operator authority. Your personal and health information will be held by Transport for NSW at 20-44 Ennis Road, Milsons Point NSW 2061 and generally you can contact us to access or correct it.

Part H – Applicant declaration and authority for collection and disclosure of information

I declare that:

- I have read and understood all the information and questions on this form and the information provided by me are, to the best of my knowledge, true, correct and accurate in every detail.
- I have listed all details of charges pending against me, convictions recorded against me or proven offences against me for any offence(s).
- I am in possession of a valid Australian/New Zealand passport, birth certificate or visa.
- I will comply with the *Passenger Transport Act 1990*, associated regulations and conditions relevant to an operator accreditation and understand that failure to do so may result in my authority being suspended, cancelled or varied.

I consent for Transport for NSW to obtain any information it requires to determine whether to grant, renew or cancel my operator accreditation/driver authority and to assess whether I am a fit and proper person and of good repute. This may include (but is not limited to) complaints, charges, convictions, traffic infringements and driver licence suspensions and cancellations. I consent to third parties (including but not limited to police, judiciary and licensing authorities) releasing that information to Transport for NSW. This consent continues and may not be revoked by me so long as I hold (or apply for) operator accreditation/driver authority or while any legal action is proposed against me in respect of a driver authority/operator accreditation including a suspended, cancelled or expired authority/accreditation.

Nominee 1 – Name

Signature

Date

Nominee 2 – Name

Signature

Date

Nominee 3 – Name

Signature

Date

Part I – Applicant checklist

- Application form (with all questions answered)
- Two appropriate references of good repute (who have known the applicant(s) for at least two years and must be provided for each director and manager)
- With a copy of your Australian driver licence
- A training certificate or certified copy stating that each nominated manager/director has successfully completed the Bus Operator Accreditation Scheme - BOAS (online) Training Course
- To find out how and where to apply for a National Criminal History Record check visit the [Australian Criminal Intelligence](#). The Criminal History check must have been conducted within 3 months from the date the operator accreditation application is submitted. Or four (4) documents from three (3) mandatory categories so TfNSW can apply for the [National Criminal History](#) check on your behalf.
- [Proof of identification](#) unless you are providing a copy of a NSW Driver's licence for the applicants/company directors listed on the application form.

Part J – Lodgement details

**Transport for NSW
Enrolment Services**

Mail to: PO Box 3185, Parramatta NSW 2124

Phone: (02) 8848 8700

Fax: (02) 8848 8797

Email: busapplications@transport.nsw.gov.au

Web: roads-martime.transport.nsw.gov.au

Office use only

Recommended by

Signature

Date

Approved by

Signature

Date

Accreditation number

Entered

Date