



Use this form to establish a new user or amend an existing user on the Dealer Number Plate System

1. Details

Dealer licence number (if applicable) TfNSW customer number

--	--

Name

--

Trading name

Business address

Postcode

ACN, ARBN or ABN

--

Business telephone number Business fax number

--	--

2. Reason for request

Establish access

Amend user details

Complete section 3 **only** to establish access **or** sections 3 and 4 to amend user details

3. New / existing User details

Surname

--

Given names

--

Date of birth NSW driver lic/customer no.

/ <small>day month year</small>	
------------------------------------	--

Email address

--

continued

Number plate delivery details

Office number

--

Delivery address

Postcode

Special delivery instructions

4. Details to be amended (to change existing details)

Surname

--

Given names

--

Date of birth NSW driver lic/customer no.

/ <small>day month year</small>	
------------------------------------	--

Email address

--

Delivery address

Postcode

Special delivery instructions

5. Service centre details

Controlling Service Centre name

--

continued page 2

User Authorisation – Dealer Number Plate System

6. Agreement and declaration by User and Security Administrator

This declaration must be read by the signatories.

I acknowledge that the terms of the Agreement will apply concerning Dealer Online and/or the Dealer Number Plate System including the use and security of passwords and obligations of Security Administrators. I declare that the information provided in this application is true and complete

User signature

Security Administrator name

Security Administrator signature

Date

Security Administrator email address

Personal Information Collection Notice

Transport for NSW is collecting your personal information in connection with your application for access to the Dealer Number Plate System and for the administration of that system. You are not required to provide your personal information but we cannot process your application without it. Your personal information may be disclosed for the purpose of verifying the information and supporting documents you have provided to us, or, to a third party number plate manufacturer, systems operator or courier to facilitate delivery of number plates. Otherwise, we will not disclose your personal information without your consent unless authorised by law. You can contact us to access or update your information.

Please return both pages of completed form to your Controlling Service Centre.

Office use only

Controlling Service Centre

Dealer Number Plate System Authorisation (DVRS only)

Approved Yes

No

Manager's name

Signature

Staff number

Date

Dealer Number Plate System Operator

User ID's and password issued

User details changed

Confirmation email sent to Manager

Confirmation email sent to security administrator

System Operator Representative name (*please print*)

Signature

Date