

# Maritime Dealer Vessel Registration Scheme.

## Dealer Guide.

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## Overview of the MDVRS

The MDVRS is a scheme administered by TfNSW and Service NSW (SNSW) that enables Authorised Services Officers (ASOs) who are sub-delegated by TfNSW, to carry out certain vessel registration functions for New Recreational Vessels (Authorised Transactions). Refer to the glossary at the end of this document for the definition of an Authorised transaction.

## About this guide

This guide is for Dealers who have an Agreement with Transport for NSW (TfNSW) to perform certain registration functions, and for ASOs who are sub-delegated under that agreement to perform related Authorised Transactions for new recreational vessels.

TfNSW may amend this guide from time to time. The Agreement the Dealer signs provides that the Dealer and ASOs must comply with the requirements set out in this document (the Maritime Dealer Guide).

Refer to the [How to Become an Authorised Dealer](#) document for information about how to become an authorised Dealer under the MDVRS.

Contact Service NSW for more information <mailto:maritimedvrsenquiries@service.nsw.gov.au>

## How TfNSW works with dealers

### 1. Representatives Authority is not required for Authorised Services Officers.

An ASO sub-delegated by TfNSW does not require a Representative's Authority from a customer to process an Authorised Transaction on their behalf. This is because the ASO is acting on behalf of TfNSW while undertaking the Authorised Transaction.

### 2. Authorised Services Officers.

The Agreement stipulates that only persons sub-delegated by TfNSW are permitted to process an Authorised Transaction. The 'Procedures for an Authorised Transaction' at page 5, sets out the steps to be performed by ASOs.

If ASOs fail to meet their responsibilities under the MDVRS, their authorisation to perform these functions may be revoked.

The Dealer must notify SNSW promptly of any changes to ASOs.

ASOs must not process any transactions for themselves, relatives or friends.

Only ASOs can perform Authorised Transactions for the Dealer including checking the customer's POI.

### 3. Proof of identity checks for individuals and organisations.

Every transaction concerning an application for registration requires a POI check. Applicants can be a natural person (individual) or a business entity (organisation). This section sets out the POI requirements for the customer.

ASOs must inspect original or certified copies of POI documents when conducting the Authorised Transactions for an applicant. Uncertified documents must not be accepted.

Only the POI documents listed on the NSW Government website can be accepted. See '[Proving your identity](#)'.

ASOs must provide certified photocopies of all POI documents to SNSW.

ASOs who submit multiple applications for vessel registration at the same time for the same person need only present one copy of the person's POI.

## **Hull Identification Number (HIN)**

A Hull Identification Number (HIN) is a unique identifier allocated to a vessel.

Evidence of the HIN is required for most vessel registration transactions and is provided on a certificate (HIN Certificate).

Vessels built on or after 1996 in most cases should not have an AUWWA (HIN) associated with the vessel, as a Manufacturer's HIN should have been stamped into the vessel at the time of manufacture.

## **Certificates of registration**

Registration certificates will be mailed directly to the customer by SNSW once all required documents have been received and processed.

## **Proof of registration entitlement**

To make an interim registration of a vessel in an applicant's name, proof of registration entitlement is required in the form of a bill of sale or receipt, which must accompany the Application for Vessel Registration form. The bill of sale or receipt must include the following details:

- Full name and address of the buyer and the name of the person to whom it will be registered; (if different to the owner).
- Seller's/Dealers full name and address.
- Signatures (buyer and seller).
- Date of sale and the words 'received payment in full', or similar; and
- HIN/Boatcode number (if applicable) and a full description of the vessel.

If the proof of registration entitlement document does not include the above minimum requirements you will need to provide another receipt or a statutory declaration including all details.

A vessel cannot be registered in joint names. If the proof of registration entitlement document lists more than one person as the new owner, a letter of consent signed by all new owners must be provided, authorising the vessel to be registered in the name of one nominated owner.

## **Who can be the registered owner?**

A vessel can only be registered in the name of a legal entity. For registration purposes a legal entity is:

- A natural person.
- A company registered by the Australian Securities & Investment Commission (ASIC).
- A corporate body established by an Act of NSW or Federal Parliament.

### **For a person**

A vessel may only be registered in the name of a single person. A vessel cannot be registered in joint names.

A person must be at least 16 years old to be the registered owner of a vessel.

### **For a company**

A vessel can only be registered in the name of an incorporated body. A vessel cannot be registered in a trading name or the name of an unincorporated body.

## **Protection of personal information**

A Dealer must ensure that it and its Authorised Service Officers comply with the Privacy and Personal Information Protection Act 1998 (NSW) and the Privacy Act 1988 (Cth) (even if the Dealer and Authorised Service Officers are not themselves bound by those privacy laws) regarding the collection, use, disclosure, retention, and disposal of personal information obtained from an applicant, as part of the Authorised Transaction.

## **Procedures for an Authorised Transaction**

This chapter contains step-by-step instructions on how to conduct an Authorised Transaction.

### **Interim registration numbers**

To obtain an interim registration number ASOs must use the Dealer Portal.

ASOs are to ensure that the sale and all related paperwork have been completed prior to requesting an interim registration number.

Interim registration numbers must not be placed on the vessel until the sale is complete and payment is received in full.

**Note:** To obtain an interim registration number if the Dealer Portal **is not working** Dealers must complete a [Request for Interim Registration Number form](#) and send it by email to <mailto:maritimedrsequiries@service.nsw.gov.au>. On weekends and public holidays, Dealers can contact NSW Maritime Product Services by phone on 13 12 36 for interim registration numbers.

### **Interim registrations**

ASOs can only grant interim recreational registration for new vessels that have not been previously registered.

To have a registration granted the following must be submitted by post to SNSW:

- A completed and signed [Application for Vessel Registration form](#)
- The pink copy of the HIN Certificate
- Certified copies of POI documents
- Proof of entitlement to register the vessel
- Evidence of eligibility for a concession, if applicable (e.g. photocopy of a Pensioner Concession Card); copy of both sides
- A completed TfNSW Maritime receipt
- Payment of the applicable fee.

### **Process steps**

The ASO must:

1. Ask the customer to fill in and sign the Application for Vessel Registration form.
2. Check the customer's POI and evidence of eligibility for a concession (if applicable). Photocopy and certify the documents.
3. Calculate the registration fee for the vessel.
4. Collect the registration fee from the applicant.
5. Obtain an interim registration number.
6. Issue a TfNSW Maritime receipt to the applicant, with all the required fields completed, including the registration number and fee paid.

7. Advise the customer that the Maritime receipt is valid for 3 months. However, if they do not receive a registration certificate from in the post within 30 days they should contact SNSW.
8. Attach the required documents to the Application for Vessel Registration form with a staple.
9. Provide the customer with any required capacity stickers, safety label or PWC behavior labels.
10. Send the registration paperwork and fee to SNSW (PO Box 6487 Silverwater NSW 1811) for processing within 7 days.

#### **Before the application is submitted**

Check that the following is ready to post to SNSW:

1. A completed and signed Application for Vessel Registration form.
2. Representative's Authority, if required.
3. HIN (Boatcode) certificate (pink copy).
4. Photocopies of certified POI documents, if required.
5. Proof of registration entitlement.
6. Evidence of eligibility for a concession (copy both sides).
7. A completed TfNSW Maritime receipt (ensure the registration number is clearly recorded).
8. Applicable fee (cheque or credit card).

#### **Submitting registration application and payments**

To ensure that the registration process can be completed. Check that the forms are filled in correctly and that you have supplied all the required documents.

You may pay your registration transactions using a credit card or cheque. SNSW accepts credit cards from American Express (which has a merchant fee surcharge of 1.54%), MasterCard and Visa (which both have a merchant fee surcharge of 0.44%).

The current registration fees can be accessed via the [NSW Government website](#).

#### **Documents to be retained**

For each Authorised Transaction, a ASO must retain copies of the following documents:

1. Completed Maritime receipt including the registration number issued to the vessel.
2. Completed application for vessel registration.
3. Proof of vessel acquisition (receipt).
4. HIN certificate.
5. Proof of identity documents.

#### **Appendix A - Forms**

The following forms are used by applicants and can be obtained from the NSW Government website or at any SNSW service centre.

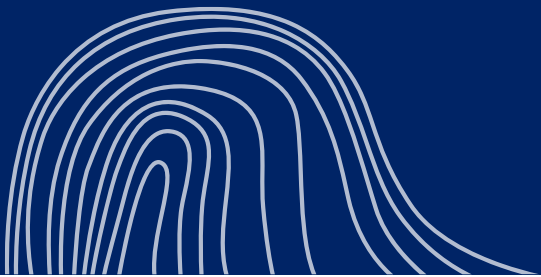
[Application for Vessel Registration form](#)

[Authorised Services Officer delegation form](#)

[Request for Interim Registration Number](#)

**Appendix B - Glossary**

ACN	Australian Company Number
ARBN	Australian Registered Business Number
Authorised Services Officer	Means an employee of the Dealer acting under sub-delegation from TfNSW for the purpose of undertaking Authorised Transactions.
Authorised Transaction	Means any of the following transactions where an Authorised Services Officer acts under sub-delegation from TfNSW to register a new recreational vessel for a customer who is purchasing that vessel from the Dealer: <ol style="list-style-type: none"> <li>1. checking applicant's POI and any evidence of eligibility for concession</li> <li>2. issuing proof of registration entitlement</li> <li>3. collecting registration fee from applicant and issuing Maritime receipt</li> <li>4. obtaining and issuing interim registration number</li> <li>5. having the customer complete an Application for Vessel Registration form.</li> <li>6. ensuring a HIN (Boatcode) Certificate is included.</li> <li>7. lodging application and remit fees to TfNSW within 7 days</li> <li>8. ensuring a vessel has not previously been registered</li> </ol>
Dealer	Means the entity who enters into an Agreement with TfNSW and whose details are set out in Item 1 of Schedule 1 of that agreement
Dealer Portal	Means an 'internet based' system provided by SNSW to enable access to interim registration numbers
HIN	Hull Identification Number
POI	Proof of Identity
New Recreational Vessel	Means a vessel that has not previously been registered.
Representative's Authority	Means authority to act on behalf of a person for the purposes of establishing vessel registration.
TfNSW	Transport for NSW



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