

Notification of a new director, partner or officer of the company/firm

Use this form to notify a new director/partner/officer or the person who substantially controls or could substantially control the affairs of the vehicle dealer licence.

Applicants must have attained the age of 18 years.

See the motor vehicle dealer licences [webpage](#) for further information and the prescribed fee.

Officer details										
Surname:						Date of birth:				
Given name/s:										
Other name/s (if applicable):										
Position held:	Director		Yes / No		Legal Officer		Yes / No			
	Company Secretary		Yes / No		Principle Executive Officer		Yes / No			
	Partner		Yes / No							
Postal address:										
Suburb:					State:				Postcode:	
Phone number:					Mobile number:					
Email address:										
Referee statement (1)										
Referee name:										
of: (address)										
Suburb:					State:				Postcode:	
Position title:										
declare that I have known (applicants name):										
For (number of years):				year(s) and that in my opinion he/she is a person of good fame and character.						
Referee signature:						Date:				
Referee statement (2)										
Referee name:										
of: (address)										
Suburb:					State:				Postcode:	
Position title:										
declare that I have known (applicants name):										
For (number of years):				year(s) and that in my opinion he/she is a person of good fame and character.						
Referee signature:						Date:				

Proof of identity (ID)	
<p>The applicant must attach either one of the following combinations:</p> <ul style="list-style-type: none"> One primary and two secondary documents; or Two primary and one secondary documents from the list below. <p>ID must include at least one type of primary ID that contains the applicants name and date of birth. If you are unable to provide the required documents please contact Occupational Licensing on 1800 193 111.</p>	
Primary document	Select
Australian passport (note: passports are still valid for 2 years after expiry, unless cancelled)	Yes / No
Australian drivers licence	Yes / No
Licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo i.e HRWL licence, working with children's card etc	Yes / No
Proof of Age Card issued by an Australian State or Territory	Yes / No
Identity document issued by an Aboriginal Land Council that has your photograph	Yes / No
Secondary document	Select
Australian birth certificate/card	Yes / No
Australian citizenship certificate	Yes / No
Photo ID card showing you are a Commonwealth, State or Territory Government employee	Yes / No
Medicare, centrelink or health care card	Yes / No
Council rates notice with your name and current residential address	Yes / No
Utilities notice with your name and current residential address	Yes / No
Foreign drivers licence	Yes / No
Disclosures	
<p>During the last 12 months, has the corporation, a related corporation within the meaning of the Corporations Act 2001, a director or a person concerned in the management of the corporation:</p>	
Applied for an authorisation (however described), such as a licence or certificate, or registration, under any Act relating to the regulation of any business trade, profession, industry or occupation?	Yes / No
If yes, provide details below:	
Had any of the applications for such authorisation refused or were any of the applications withdrawn?	Yes / No
If yes, provide details below:	
Had an authorisation granted which is no longer in force for any reason?	Yes / No
If yes, provide details below:	

Been subject to action of a disciplinary nature relating to any authorisation referred to above or are there any investigations or proceedings, pending or current, which may result in such action being taken in relation to any authorisation?	Yes / No
If yes, provide details below:	
Since being licensed, been convicted of, or served any part of a term of imprisonment, wherever committed, for an offence involving fraud, dishonesty or physical violence or an offence against the Consumer Affairs and Fair Trading Act 1990?	Yes / No
If yes, provide details below:	
Had a charge pending in relation to an offence involving fraud or dishonesty?	Yes / No
If yes, provide details below:	
Been known by any other name?	Yes / No
If yes, provide details below:	
Applicant declaration	
I, (full name):	
Of: (address)	
Solemnly and sincerely declare that:	
<ul style="list-style-type: none"> All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and I have read and understood the information contained in this application; and The declaration is true and correct; and I know that it is an offence to make a declaration that is false in any material particular; and 	
This declaration is made at: (location)	on: (date)
Applicant signature:	
Note: Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.	

Supporting documents checklist	
Signed and completed declaration.	Yes / No
Criminal history name check results attached. Please note: results can take up to 6 weeks to be processed.	Yes / No
Two referee statements stating that the officers are fit and proper persons to be a motor vehicle dealer or manager completed.	Yes / No
Proof of identity (ID) documents attached.	Yes / No
Current ASIC company extract showing all office bearers issued within the last 30 days.	Yes / No
Privacy statement	
The Northern Territory Government complies with the Information Privacy Principles scheduled by the <i>Information Act 2002</i> .	
Disclaimer	
<p>The Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the <i>Northern Territory Information Act 2002</i>.</p> <p>You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete and we will be unable to process it.</p> <p>The information you provide will be accessible to Racing and Gaming and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so you have given us consent to share your personal information for a specific purpose.</p> <p>You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the <i>Northern Territory Information Act 2002</i>, or the Office of the Information Commissioner NT.</p>	
Lodgement	
Complete applications can be lodged in person, email or via post at a Territory Business Centre below:	
Darwin:	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway Berrimah
Katherine:	Big Rivers Government Centre, 5 First Street, Katherine
Tennant Creek:	Shop 2, Barkly House, Cnr Davidson and Paterson Streets, Tennant Creek
Alice Springs:	Ground Floor, The Green Well Building, 50 Bath Street Alice Springs
1800 193 111	territorybusinesscentre@nt.gov.au
GPO Box 9800 Darwin NT 0801	