



# RVCS Licensee Details Modification Form

**Licensee ID** *(required)*

**Signature of Licensee** *(required)*

**Licensee Details**

*(Only required if Licensee details are being revised. Complete only those entries which have changed, leave the others blank.)*

Legal Entity Name							
Trading Name							
Australian Company Number or Registered Business Number							
Physical Address	Address						
	City/Suburb						
	State		Postcode				
	Country						
Postal Address	Address / PO Box						
	City/Suburb						
	State		Postcode				
	Country						
		Country	Area		Country	Area	Overseas Fax ? <input type="checkbox"/>
Switchboard No.	( )	( )		Fax	( )	( )	
Email Address							

Status of this advice:  Revise address, phone or email details

*(Only required if Delegate details are being revised. Complete only those entries which have changed, leave the others blank.)*

**Delegate Details**

Title		Surname				First Name		
Position in company								
		Country	Area		Country	Area	Overseas Fax ? <input type="checkbox"/>	
Phone	( )	( )		Fax	( )	( )		
Mobile				Email				
Signature of Delegate								

Status of this advice:  Change the existing delegate

Revise address, phone or email details

**Signatory/Agent Details** (Only required if Signatory/Agent details are being revised. Complete only those entries which have changed, leave the others blank.)

Signatory/Agent ID				( If ID supplied, other details are not required )		
Title		Surname		First Name		
Position in company						
Postal Address	Address / PO Box					
	City/Suburb					
	State		Postcode			
	Country					
		Country	Area	Country	Area	Oversea's Fax ? <input type="checkbox"/>
Phone	( )	( )		Fax	( ) ( )	
Mobile				Email		

- Status of this advice:
- Add an additional Signatory/Agent
  - Remove this Signatory/Agent
  - Revise address, phone or email details

**Notes**

1. If an Agent ID is provided for the Signatory then no other details are required.
2. If an Agent is to be appointed as a Signatory and that Agent is not yet registered, leave the details section empty and attach a completed RVCS Agent Registration Form to this document.
3. If more than one Signatory is to be added, revised or removed, complete a separate RVCS Licensee Details Modification Form for each Signatory.

**Privacy**

The Department of Infrastructure and Regional Development (the Department) is collecting this information for the purposes of assessing your application under the *Motor Vehicle Standards Act 1989* (the Act) and Motor Vehicle Standards Regulations 1989. The Department will use this information to assist in deciding your application and informing compliance activities. Information may be disclosed to the Australian Customs and Border Protection Service; Australian Competition and Consumer Commission; state and territory consumer protection agencies; federal, state and territory law enforcement agencies; and state and territory vehicle registration authorities. The Department is not likely to disclose personal information to overseas recipients. The name and address of the applicant will be published as part of an approval, in accordance with subsection 10B(3) of the Act. Failure to provide the requested information may result in the Department being unable to assess the application, or the application being refused. The Department's on-line privacy policy contains information regarding complaint handling processes and how to access and/or seek correction of personal information held by the Department. The Privacy Officer can be contacted at [clientservice@infrastructure.gov.au](mailto:clientservice@infrastructure.gov.au) or on (02) 6274 7844.