

# Nominated Representative

June 2015



# Nominated Representative

## Instructions

1. This form should be completed where parties to a licence transaction wish to nominate an individual or company to act on their behalf for the licence transaction (Nominated Representative).
2. By completing this form, the parties are permitting the Taxi Services Commission (TSC) to discuss the particulars of the licence transaction with the Nominated Representative and to take instructions from the Nominated Representative regarding the licence transaction.
3. This form must be completed each time a licence transaction occurs. The same form cannot be used for different licence transactions even if the parties to the transaction(s) are the same.
4. This form must be submitted to the TSC at the time of submitting the relevant licence transaction forms.
5. Each party to the transaction must complete **Section A**.
6. The licence number and type of licence transaction the nomination relates to must be listed in **Section B**.
7. If the Nominated Representative is an individual, that individual must complete **Section C** and attach a copy of one primary identification document to this form. Do not complete **Section D**.
8. If the Nominated Representative is a company, a person who is authorised to act for and on behalf that company (**Authorised Person**) must complete **Part D**. Do not complete **Section C**.

## Privacy Collection Statement

All personal information collected in this form will be handled in accordance with the TSC's Privacy Policy which is located on the TSC's website at [taxi.vic.gov.au](http://taxi.vic.gov.au) and the *Privacy and Data Protection Act 2014* (Vic).

# Nominated Representative

SECTION  
A

## Section A: Party 1

Please complete the following.

Provide the name of the Nominated Representative.

If Party 1 is an **individual**, provide your full name and address.

If Party 1 is a **partnership**, provide the full name of all partners and their business address.

If Party 1 is a **company**, provide the full name of two directors, or one director and one company secretary, or sole director and company secretary, and the registered company business address.

### Nominated Representative

I/we, the undersigned, authorise

[Name of Nominated Representative]

to act on my/our behalf regarding the below licence transaction. In particular, I/we authorise the Nominated Representative to request and receive my/our personal information, and any documentation associated with the licence transaction, from the Taxi Services Commission.

Individual/Partner 1/Director/ Company secretary

Position – provide if Party 1 is a company

Address

Signature

Date

Partner 2/Director/ Company secretary

Position – provide if Party 1 is a company

Signature

Date

Attach a separate sheet with additional signatures if required.

# Nominated Representative

## Party 2

Please complete the following.

Provide the name of the Nominated Representative.

If Party 2 is an **individual**, provide your full name and address.

If Party 2 is a **partnership**, provide the full name of all partners and their business address.

If Party 2 is a **company**, provide the full name of two directors, or one director and one company secretary, or sole director and company secretary, and the registered company business address.

### Nominated Representative

I/we, the undersigned, authorise

[Name of Nominated Representative]

to act on my/our behalf regarding the below licence transaction. In particular, I/we authorise the Nominated Representative to request and receive my/our personal information, and any documentation associated with the licence transaction, from the Taxi Services Commission.

### Individual/Partner 1/Director/ Company secretary

**Position** – provide if Party 2 is a company

**Address**

**Signature**

**Date**

### Partner 2/Director/ Company secretary

**Position** – provide if Party 2 is a company

**Signature**

**Date**

Attach a separate sheet with additional signatures if required.

## Section B: Transaction

Licence Number

Transfer of Taxi/Hire Car licence

Taxi Assignment

Other (please specify)

## **Section C: Nominated Representative – Individual**

Nominated Representatives that are individuals must complete **Section C**.

A copy of a primary identification document relating to the below named individual is required to be provided with this form. A list of primary identification documents is located on the TSC's website at [taxi.vic.gov.au](http://taxi.vic.gov.au).

**Name**

**Address**

  

**Date of Birth**

**Telephone**

**Email**

**Declaration**

I declare that the information that I have provided above is true and correct.

**Signature**

**Date**

# Nominated Representative

**SECTION  
D**

## Section D: Nominated Representative – Company

If the Nominated Representative is a company, an Authorised Person must complete Section D.

### Company

### Australian Company Number (ACN)

### Registered business address

  

### Contact phone number

### Email

I,

[Full name of Authorised Person]

of

[Registered business address]

  

confirm that

[Nominated company name]

has appointed the below named person/s to act as agents of the Nominated Representative Company for the purposes of this transaction.

I declare that the information that I have provided above is true and correct.

### Signature – Authorised Person

### Date

### Agents of the Nominated Representative

#### Agent 1 – Name

#### Position

#### Contact number

#### Agent 2 – Name

#### Position

#### Contact number

#### Agent 3 – Name

#### Position

#### Contact number

