



1. Authorised Agent Details (Insert details of legal entity seeking approval to be an Authorised Agent)

Legal Entity Details
CLIENT No (from driver's licence or vehicle registration certificate) FAMILY NAME or ORGANISATION NAME GIVEN NAME or ACN/RBCN
ADDRESS
CONTACT NAME BUSINESS PHONE NUMBER BUSINESS E-MAIL ADDRESS
Trading As Details (if different to above)
CLIENT No NAME
ADDRESS

2. Applicant Details

SA DRIVER'S LICENCE No SURNAME GIVEN NAMES
DATE OF BIRTH BUSINESS PHONE NUMBER BUSINESS E-MAIL ADDRESS

3. EzyReg Access Details

Delegation Type (specify the principal business of the organisation)
New Vehicle Dealer (N) Used Vehicle Dealer (U) Service Agent (S) Government (G)
Security The security question and response are required to assist us to confirm your identity over the telephone. You must keep this information confidential and provide your predetermined response if requested to do so by a representative of the Department.
Question (Specify your own question up to 50 characters) Response (Up to 25 characters)

4. Nomination by Principal/Director

I nominate the person named as the applicant for appointment as a delegate, for the purpose of processing applications via EzyReg.
PRINCIPAL/DIRECTOR NAME SIGNATURE DATE

5. Declaration by Applicant

Have you been found guilty of any criminal offences in South Australia or elsewhere, or do you have any charges pending in South Australia or elsewhere? YES NO
If YES state full details of all criminal offences or pending charges. All criminal offences whether recent or in the past, must be declared. (Attach separate sheet if necessary)
COURT DATE OFFENCE RESULT
1.
2.
I, the above named applicant, do solemnly and sincerely declare that the above list is an accurate and complete record of all criminal offences and pending charges against me. I authorise the Commissioner of Police to make available to the Registrar of Motor Vehicles, the full details of any criminal offences or pending charges now and in the future and share information obtained with the Attorney-General's Department. If authorised I agree to abide by the conditions outlined in the Terms and Conditions of Deed of Agency for use of the Departments EzyReg facility and the Instrument of Delegation. I declare that the information provided in this application is true and correct.
SIGNATURE OF APPLICANT DATE
DECLARED AT
BEFORE ME TITLE OF WITNESS

Note: this declaration must be signed before a Justice of the Peace or a Commissioner for taking Affidavits

A deed between the organisation and the Minister for Infrastructure and Transport for EzyReg access must already exist or a deed signed by the organisation directors must accompany this application. Please read 6. Instructions to Applicants on the reverse of this form.

## 6. Instructions to Applicants

1. Any authorisation issued by the Register of Motor Vehicles will be conditional on the applicant being employed by the organisation, Dealer Principal/Director named on this application.  
Authorisation is issued under Section 7(4) of the *Motor Vehicles Act 1959*.
2. An application will not be granted unless it is supported by the Dealer Principal or Director of the vehicle dealership/organisation.
3. A 'National Police Clearance Certificate' issued by the South Australia Police within the last 12 months is required to be submitted with this application.

To obtain a 'National Police Clearance Certificate', you are required to attend any South Australia Police Station and complete an application form. The application **must** be lodged **personally**, along with proof of identity (i.e. Driver's Licence, Passport, Birth Certificate), together with the prescribed fee.

**Please note that if you have any outstanding warrants or are waiting for a case to be heard in a Court, a 'National Police Clearance Certificate' may not be issued by the police until the outstanding matters have been resolved.**

**A police check issued by an organisation accredited by the Australian Criminal Intelligence Commission (ACIC) that currently offers a police checking service will be accepted, if issued within the last 12 months.**

4. Please email this application and National Police Clearance Certificate obtained within the last 12 months to:  
**delegatesupport@sa.gov.au**

## Guide to Assessing Eligibility for Authorisation

The Registrar of Motor Vehicles may consider a person to be suitable if the person:

- (a) Is of or above the age of eighteen years;
- (b) Has not been found guilty of an offence involving theft, deception, fraud or dishonesty, other than a first offence of simple larceny that did not involve a motor vehicle component;
- (c) Has not been found guilty of any indictable offence;
- (d) Has not been suspended or disqualified from practicing or carrying on an occupation, trade, or business under a law of this State, Commonwealth, another State or Territory of the Commonwealth;
- (e) Has not been found guilty of any offence that would indicate the person is not a suitable person to be delegated under the *Motor Vehicles Act 1959*;
- (f) Is not an unsuitable person for any other reason the Registrar determines.

An application may be refused at the Registrar's absolute discretion.

If you been found guilty or found guilty without a conviction of any of the above, you may not be entitled to be authorised.

## Office Use

### APPROVAL

Application for delegation and access to EzyReg is:

**Approved**       **Not Approved**

**National Police Clearance**

**Certificate No.** .....

\_\_\_\_\_  
The Delegate of the Registrar of Motor Vehicles

Date:     /     /

SSA Officer .....