

**From:** SHARPE Katrina A [mailto:Katrina\_A\_SHARPE@rta.nsw.gov.au]  
**Sent:** Thursday, 24 June 2010 3:28 PM  
**To:** Tracey Hansford (Scouts Australia NSW)  
**Subject:** RE: Registering our Trailer (feedback)

Hi Tracey

As discussed. There has been no change in RTA policy to how vehicles are to be registered in the name of the Scout's Association.

Following from previous emails and complaints changes have been made to the RTA policy page which is accessible by all RTA officers to establish what requirements are required for organisations established under the Act of Parliament (Scouts is even mentioned as an example).

Below is the relevant sections of the policy page for providing an organisation's identity. The text in **red** is relevant to your organisation.

## Proving an organisation's identity

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

- A natural person, or
- A corporation, ie a company established by law and registered by the Australian Securities & Investment Commission (ASIC), or
- **A corporate body established by an Act of NSW or Federal Parliament.**

See [Summary table of evidence required to prove organisation identity](#), below, for some examples of corporate bodies and the documentation required.

**A corporation's customer identity is a combination of its name and business address. If a corporation also operates from another address (eg two separate administration centres), it may be given separate customer numbers on DRIVES for each address.**

**Note:** Proof of business address is not required.

If a vehicle is being registered in the name of a corporation which is not already established in DRIVES, a corporation representative must attend the registry **in person** and provide the corporation's POI. .

### Other types of incorporated organisations

Some corporate bodies do not have and ACN or ARBN, or the letters 'Ltd' or 'Pty Ltd' as part of their name because, for example, they are established by an Act of NSW or Federal Parliament. Some of these organisations include:

- All government agencies and departments
- Australian Mutual Provident Society (AMP)
- Australian Gas Light Company (AGL)
- Public hospitals
- Park and cemetery trusts
- Universities
- All County, City, Municipal and Shire Councils
- Any organisation formed to provide recreation or amusement, or promoting commerce, industry, art, science, religion, charity or other subjects useful to community needs, and registered under the Companies Act (eg Leagues, Golf or Bowling clubs, Police Boys, Scouts and other service groups).
- An association incorporated under the *Associations Incorporation Act*.
- A Co-Operative Society incorporated under the *Co-Operatives Act*.
- An owners' corporation incorporated under the *Strata Schemes Management Act*.

**Summary table of evidence required to prove organisation identity**

**Note 1:** photocopies of evidence for establishing or transferring registration are acceptable.

**Note 2:** If a purchase order is provided by an organisation customer for an establish registration transaction, the customer declaration on the Application for Registration form is not required to be signed.

Type of organisation	Evidence for establishing or transferring registration	Issued by	Name of the Act
<b>Companies</b>			
<ul style="list-style-type: none"> <li>• Company limited by guarantee</li> <li>• Public company</li> <li>• Proprietary limited company</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Registration, with <a href="#">ACN</a>, or</li> <li>• A current Extract of the Company, with ACN, or</li> <li>• Certificate of Registration on Change of Name</li> </ul>	ASIC	<i>Corporations Act 2001</i>

	<p>with ACN, or</p> <ul style="list-style-type: none"> <li>• Certificate of Registration of a Foreign Company, with <a href="#">ARBN</a>, or</li> <li>• A printed extract from the ASIC website</li> </ul>		
<b>Government authorities (includes Statutory Authorities):</b>			
<ul style="list-style-type: none"> <li>• Agencies and departments</li> <li>• Local governments</li> <li>• Cemeteries, parks, public hospitals, universities</li> </ul>	Letterhead authorising registration of the vehicle and quoting the Act under which established.	To be supplied by Government authority.	Name of the Act, if incorporated under legislation.
<b>StateFleet</b>			
	Only StateFleet order form required. No letterhead (as above) required	To be supplied by StateFleet	
<b>Organisations established by an Act of Parliament</b>			
<ul style="list-style-type: none"> <li>• Australian Mutual Provident Society (AMP)</li> <li>• Australian Gas Light Company (AGL)</li> <li>• Organisations formed to</li> </ul>	Letterhead authorising registration of the vehicle and quoting the Act under which established.	To be supplied by organisation.	Name of the Act, if incorporated under legislation.

<p>provide recreation or amusement, or promoting commerce, industry, art, science, religion, charity or other subjects useful to community needs (eg Leagues, Golf or Bowling clubs. Police Youth, Scouts and other service groups).</p>			
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**Commonwealth Government**

<p>LeasePlan Australia trading as DasFleet OR ANVIS dealer acting on their behalf</p>	<p>Official document from LeasePlan authorising a nominated motor dealer to register a vehicle on behalf of LeasePlan Australia trading as Dasfleet Official document from LeasePlan naming the Commonwealth Government agency that will be the lessee of the vehicle. Official declaration from LeasePlan that the lease agreement with the Commonwealth Government Agency covers a</p>	<p>To be supplied by LeasePlan Australia trading as DasFleet</p>	<p>Name of the Act, if incorporated under legislation</p>
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	<p>period of not less than three months</p> <p><b>Note:</b>the information above may be provided in a single document (eg a LeasePlan Order Form)</p> <p>A copy of an extract from ASIC showing LeasePlan Australia's ACN</p>		
<b>Church/Religious organisations</b>			
May be incorporated as a company by ASIC , incorporated under legislation or under the <i>Associations Incorporation Act (NSW)</i>	Certificate of Incorporation	ASIC	<i>Corporations Act 2001 (Commonwealth)</i>
	Letterhead authorising registration of vehicle and quoting Act under which established.	To be supplied by religious organisation.	Name of the Act if incorporated under legislation.
	Certificate of Incorporation of Association	NSW Office of Fair Trading	<i>Associations Incorporation Act 1984 (NSW).</i>
<b>Sporting clubs, non-profit organisations</b>			
	Certificate of Incorporation of Association	NSW Office of Fair Trading	<i>Associations Incorporation Act 1984 (NSW)</i>
<b>Co-operative societies</b>			
	Certificate of Incorporation	NSW Office of Fair Trading	<i>Co-operatives Act 1992 (NSW)</i>
<b>Owners' corporations</b>			
	Letterhead from the strata managing agent, indicating the	To be supplied by the strata	<i>Strata Schemes Management Act 1996 (NSW)</i>

	owners' corporation name and authorising registration of the vehicle, AND a Land Titles search displaying the owners' corporation name, AND a copy of a resolution at a general meeting of the owners corporation appointing the strata managing agent, OR	managing agent, and the Land and Property Management Authority.	
	Letter from the owners' corporation, indicating the owners' corporation name and authorising registration of the vehicle, AND a Land Titles search displaying the owners' corporation name. <b>Note:</b> The name of the owners' corporation must be recorded in DRIVES as displayed on the Land Titles search, eg 'The Owners - Strata Plan No 12345'.	To be supplied by the owners' corporation and the Land and Property Management Authority.	<i>Strata Schemes Management Act 1996 (NSW)</i>
<b>Solicitors</b>			
	Certificate of Incorporation of Solicitor	NSW Office of Fair Trading	Schedule 9, Cl 28 of the <i>Legal Profession Act 2004 (NSW)</i>

	Corporation		
<b>Motor dealers</b>			
<b>Note:</b> all motor dealers, irrespective if the dealer is a person or an organisation, are established in DRIVES as an organisation customer with a legal status of <b>YES</b> .	Dealer licence	NSW Office of Fair Trading	<i>Motor Dealers Act 1974 (NSW)</i>
<b>Trusts</b>			
Incorporated as a company: <ul style="list-style-type: none"> <li>company limited by guarantee</li> <li>public company</li> <li>proprietary limited company</li> </ul>	Certificate of Registration, with <a href="#">ACN</a> , or A current Extract of the Company, with ACN, or Certificate of Registration on Change of Name with ACN, or Certificate of Registration of a Foreign Company, with <a href="#">ARBN</a> , or a printed extract from the ASIC website.	ASIC	<i>Corporations Act 2001 (Commonwealth)</i>
Incorporated by an Act of Parliament	Letterhead authorising registration of the vehicle and quoting the Act under which established	To be supplied by the Trust	Name of the Act incorporated under legislation
Unincorporated	<b>Not applicable</b> , as it is not a legal entity for registration purposes. Must register in the name		

	of an actual person or a corporation.	
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Please contact me if you have any further issues or concerns.

Regards

**Katrina Sharpe**

Policy Officer

Registration and Vehicle Management

Driver & Vehicle Policy Branch

Customer and Regulatory Services Directorate

Level 15 101 Miller Street, NORTH SYDNEY NSW 2060

☎ 02 8588 5584

☎ 02 8588 4151

✉ [Katrina\\_A\\_Sharpe@rta.nsw.gov.au](mailto:Katrina_A_Sharpe@rta.nsw.gov.au)

Orange 63935427