



### Important information

- Before applying to make changes to your AIS, it is recommended that you review the information provided to the Department of Transport and Main Roads (TMR) website at [www.tmr.qld.gov.au/ais](http://www.tmr.qld.gov.au/ais). In particular, please review the webpages *Make changes to your AIS approval*, *Make changes to an AIS business structure*, and *Multi-list an AIS*.

If changing the AIS company or business name, applicants are required to meet evidence of identity (EOI) requirements. For more information about EOI, please visit [www.tmr.qld.gov.au/ais](http://www.tmr.qld.gov.au/ais), and review 'Evidence of Identity Requirements for Organisations Information Sheet', located under 'Quick links'.

- No application fees apply
- Your completed application form and supporting documentation can be sent by:

**Email:** [AIS@tmr.qld.gov.au](mailto:AIS@tmr.qld.gov.au)

**Mail:** AIS Administrator  
Approved Inspection Station Scheme  
PO Box 673  
FORTITUDE VALLEY QLD 4006

**In person:** At a TMR Customer Service Centre (CSC) or a Queensland Government Agency Program (QGAP) office. For more information about locations, please visit [www.tmr.qld.gov.au/About-us/Contact-us](http://www.tmr.qld.gov.au/About-us/Contact-us) for locations.

Approved Inspection Station (AIS) Number AIS name

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### 1. Application type – Tick relevant application types:

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|---|---|
| <p>A. Add or remove approved examiner <input type="checkbox"/> Complete sections 2 and 8</p> <p>B. Remove nominee from AIS <input type="checkbox"/> Complete sections 3 and 8</p> <p>C. Changes to mobile AIS vehicle <input type="checkbox"/> Complete sections 4 and 8</p> <p>D. Change or add business name or change of company name <input type="checkbox"/> Complete sections 5 and 8</p> | <p>E. Remove vehicle inspection type <input type="checkbox"/> Complete sections 6 and 8</p> <p>F. Multi-list AIS staff <input type="checkbox"/> Complete sections 7 and 8</p> |
|---|---|

### 2. Add or remove approved examiner/s (AE) – for approval as a new approved examiner use form number F2339.

Given name/s	Family name	AE number	Start date	Exit date

### 3. Remove nominee from AIS – for approval as a nominee use form number F2203.

Given name/s	Family name	Exit date

### 4a. Add mobile AIS vehicle/s - a mobile AIS is either (1) a motor vehicle or (2) a motor vehicle plus a trailer.

Registration number	Make/model	Vehicle Identification Number (VIN) or Chassis Number

Will you have the required equipment as stated in the *Business Rules for Approved Inspection Stations* before inspecting the type/s of vehicle/s listed on your most recently issued AIS approval?

Yes  No  This application cannot proceed.

### 4b. Remove mobile AIS vehicle/s

Registration number	Make/model	VIN or Chassis Number

**4c. Change of mobile AIS registration number plate/s**

Previous registration number	New registration number	Make/model	VIN or Chassis Number

**5a. Change of AIS company name** - must be the same Australian Company Number (ACN). If there is a change to the ACN, a new AIS application is required.

ACN  New company name

Is a current ASIC company extract showing **director/s** attached?

Yes  No  This application cannot proceed.

Has the company been issued with a TMR Customer Reference Number (CRN) for the new company name change?

No  This application cannot proceed. Yes  CRN

**Note:** If you have not been issued a TMR CRN for the new company name you must lodge form F5379 *New Customer Application (Organisation)* before the application can be processed.

**5b. Change or add AIS business name** – must be the same approval holder

New business name

Is a current ASIC Business Name Extract showing the **business name holder** attached?

Yes  No  This application cannot proceed.

Has the business been issued with a TMR CRN for the new business name change?

No  This application cannot proceed. Yes  CRN

**Note:** If you have not been issued a TMR CRN for the new business name you must lodge form F5379 *New Customer Application (Organisation)* before the application can be processed.

**6. Remove AIS vehicle inspection type/s** – Tick relevant type/s:

- Light vehicles up to 4.5t Gross Vehicle Mass (GVM) (LV)
- Heavy vehicles over 4.5t up to 16t GVM (HV)
- Motorcycles (MC)
- Light trailers up to 4.5t Aggregate Trailer Mass (ATM) (LT)
- Heavy trailers over 4.5t up to 10t ATM (HT)
- Motorcycles Certificate of inspection (CM)
- Light vehicles Certificate of inspection up to 4.5t GVM (CL)

I/we have:

returned any unused inspection books for the vehicle inspection type/s mentioned above

**Inspection book numbers surrendered include the following:**


and returned to a:

TMR Customer Service Centre

TMR Compliance Office

**Name of TMR CSC or Compliance Office where inspection books are surrendered.**

Date

 / /

**7. Multi-list AIS staff**

AIS numbers (must be approved in the same individual/company/partnership name to be eligible for multi-listing)

**8. Applicant declaration**

I/we give my/our consent for TMR to conduct enquiries it deems necessary to assess my/our application, including but not necessarily limited to:

- verifying evidence of identity information provided in this application.

I/we authorise TMR to use this information to maintain a database which is used to prepare correspondence, monitor transactions and to provide other government agencies with information relating to my/our AIS approval.

I/we give my/our consent to TMR taking, keeping and using my/our personal information for the issue of an AIS approval under the TORUM or otherwise authorised by law.

Approval holder/nominee's name

Approval holder/nominee's signature

Date

Approval holder/nominee's name

Approval holder/nominee's signature

Date

**Privacy Statement:** TMR is collecting the information on this form for the purposes of managing the AIS scheme. This information is authorised or required by the TORUM. TMR or its agents usually gives some or all of this information to vehicle insurers, statutory entities, lawyers, insolvency entities, persons involved in vehicle accidents/incidents or vehicle manufacturers or their employees or agents and to or through interstate registration authorities. Your personal details will not be disclosed to any other third party without your consent unless required or authorised by law.