



The following information must be read before completing a Booking Entity Authorisation (BEA) application or renewal.

**Who can apply for or renew a BEA?**

A BEA can be held by an individual, a partnership, a company, an incorporated association or the trustee of a trust.

A BEA cannot be held in a business or trading name. To have an associated business name linked to the BEA, you can list the details of the business name at question 3 (business or trading names will not be displayed on the authorisation).

Please read the below requirements relevant to the type of name the BEA is being applied to be held in:

Type of name	Signatures on application	Evidence of name
Individuals	All applicants must sign the application.	
Partnership	All parties who form the partnership must be named on the application (e.g. John Smith and Mary Citizen) and must sign the application.	A signed, formal Deed of Partnership document, or another form of partnership agreement, which lists all involved parties and proves the validity of the partnership must be submitted.
Company	All current directors must be listed on the application and must sign the application.	A copy of a Current Company Extract listing the directors of the company (available from the <a href="#">Australian Securities and Investment Commission (ASIC)</a> ) must be submitted.
Incorporated Association	All current management committee members must be listed on the application and must sign the application.	A copy of an official extract about the incorporated association from the register of incorporated associations listing the current management committee members (issued by the <a href="#">Queensland Office of Fair Trading</a> ) must be submitted.
Trust	Applicants who wish to operate through a trust or superannuation fund must nominate the name/s of the trustee of the trust or superannuation fund (e.g. John Smith as trustee for The Smith Family Trust). All trustees, including directors/executives (if the trustee is a company), must be listed on the application and must sign the application.	A copy of the Deed of Trust document which outlines the trustee's powers, lists all involved parties and proves the validity of the trusteeship must be submitted.

Documents obtained from [ASIC](#) and the [Queensland Office of Fair Trading](#) must be current documents - that is, less than three months old.

If you need more space to add additional persons on the application, please complete a *Booking Entity Authorisation - Associated Person's Statement* (form F5197) and submit it with this application.

**Foreign Persons and Local Nominees**

A foreign person is:

- an individual who usually lives in a foreign country; or
- a corporation incorporated in a foreign country.

A local nominee is:

- an individual who usually lives in Australia; or
- a corporation incorporated in Australia.

A foreign person must nominate one person to be its local nominee (representative).

Foreign corporations must provide details of their structure and the responsibility for providing booking services. They must also include the organisational structure for the local nominee based in Australia. The information must clearly identify the party that is legally responsible for providing the booking service.

The documents listed in the table below will be accepted as evidence that the local nominee usually lives in Australia.

Residential address documents	Status
<ul style="list-style-type: none"> <li>• Contract of property purchase, lease/rental document, mortgage/land ownership certificate</li> <li>• Electricity, gas or telephone account</li> <li>• Local government rates notice, Land Tax valuation notice, Australian electoral document, official letter from CentreLink/Department of Human Services</li> <li>• Australian vehicle registration notice or certificate, Australian Driver Licence renewal notice</li> <li>• Adult Proof of Age card – or equivalent interstate jurisdictional card</li> <li>• Bank statement issued within last six months (accompanied by corresponding bank card)</li> </ul>	Current
<ul style="list-style-type: none"> <li>• Australian Taxation Office (ATO) Notice of Assessment/Tax File Number confirmation notice. The ATO recommends that you block out your tax file number prior to presenting this document.</li> </ul>	Current or previous financial year

**Criminal History Check**

Criminal history checks (CHC) are part of the process of assessing the eligibility of a person to be issued with or to renew a BEA.

You must declare all charges and convictions from Queensland, interstate and overseas. Failure to declare criminal history is an offence under TOPTA. Conviction includes a finding of guilt, and the acceptance of a plea of guilty by a court, whether or not a conviction is recorded (as defined in TOPTA). Criminal history must be declared regardless of time elapsed. Under TOPTA, the time limit provision, as stated under the *Criminal Law (Rehabilitation of Offenders) Act 1989* sections 5 and 6, does not apply.

The Department of Transport and Main Roads (TMR) will be verifying the criminal history of all the persons listed on the application before the application is finalised.

All persons (applicants, associated persons or local nominees) listed on the application will also be required to pay a CHC fee when lodging this application. This fee is non-refundable.

A person who holds a current Driver Authorisation (DA), or has lodged an application for a DA, is not required to pay a fee for the CHC as part of this application.

### For new applications

A person who has lived outside Australia for more than 12 months in the last 10 years and been aged at least 18 years of age for any period during that time, must provide a clearance form or criminal offence record from the relevant law enforcement authority in each country. This includes directors of a foreign company.

### For renewal applications

A person who was listed on the initial application for the BEA and who has lived outside of Australia for more than 12 months in the last 10 years where they were aged at least 18 years of age for any period (except for New Zealand), but has not travelled outside Australia in the period between the approval of the initial BEA and the date of the renewal application, must provide one of the following documents:

- a record of international travel movement from the [Commonwealth Department of Home Affairs](#), for the period between the approval of the initial BEA and the date of the renewal application as evidence that you have not travelled outside of Australia during that period
- or
- a current clearance form or criminal offence record from the relevant law enforcement authority in each country they have lived in outside Australia for more than 12 months in the last 10 years where they were aged at least 18 years of age for any period (except for New Zealand).

## Definitions

### Disqualifying Offence

TOPTA defines a 'disqualifying offence' to mean -

- (a) an offence against TOPTA, whether the act relating to the offence was or is committed before or after the commencement of this paragraph; or
- (b) an offence against a provision of the Criminal Code mentioned in schedule 1 of TOPTA; or
- (c) an offence against the *Drugs Misuse Act 1986* punishable by imprisonment for one year or more, even though a fine may be imposed in addition or as an alternative; or
- (d) an offence against the *Weapons Act 1990* punishable by imprisonment for one year or more, even though a fine may be imposed in addition or as an alternative; or
- (e) an offence prescribed by regulation; or
- (f) an offence against a law of another jurisdiction, including a jurisdiction outside Australia, that substantially corresponds to an offence mentioned in paragraph (a), (b), (c), (d) or (e).

### Related Body Corporate

'Related body corporate' means -

- (a) for an individual -
  - (i) a corporation of which the individual is a majority shareholder, director or secretary or in which the individual has an interest of 50% or more; or
  - (ii) a body corporate that is a related body corporate, within the meaning of the *Corporations Act 2001*, section 50, to a corporation mentioned in subparagraph (i); or
- (b) for a corporation - a body corporate that is a related body corporate within the meaning of the *Corporations Act*, section 50.

## Fees

The applicable fees payable for a BEA must be paid at the time of lodging this application. Information about the fee for a BEA is available on the TMR's website at [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au). Please note that not all fees are refundable if the application is unsuccessful.

### Renewing a BEA

When renewing a BEA, you will be required to provide new/current copies of all supporting documentation, for example [ASIC](#) documents.

There may also be other documentation requirements depending on any changes to your BEA or as required on the renewal process.

You cannot renew a BEA if your organisation's Australian Company Number (ACN) or registration number has changed or if the primary holder has changed. In these cases a new application is required.

If your organisation or trading name has changed, evidence of the change must be supplied, such as an [ASIC](#) change of name document or similar.

If you are adding a new person to the BEA, a CHC fee may apply.

When adding or removing a director or committee member, a new company extract (from [ASIC](#)) or an official extract about the incorporated association from the register of incorporated associations (issued by the [Queensland Office of Fair Trading](#)), which shows the details of the change must be supplied.

### Booked Hire Service Identification sign

BEA holders must not operate and drivers must not provide ride-booking services without TMR's approval of the booked hire vehicle identification sign to be used to identify the authorised booking entity providing the booking services.

The sign must be all of the following:

- (a) a square of at least 146mm by 146mm; and
- (b) retroreflective; and
- (c) unlikely to offend a reasonable person; and
- (d) able to accurately identify the authorised booking entity or the booking services for the booked hire service provided by the entity.

Only one sign can be approved for each BEA.

You must provide a copy of your proposed BEA identification sign if you are planning on providing ride-booking services (unless your sign has already been approved). All vehicles used to provide ride-booking services (excluding taxis and limousines) must display a booked hire service identification sign approved by TMR.

Further information about booked hire service identification signs is available on TMR's website at [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au).

### How can I lodge this application?

The application may be lodged online or in person at a TMR transport and motoring service centre. Details of TMR offices can be viewed at <https://www.qld.gov.au/transport/contacts/centres>.

### Online applications

Applicants who are an individual or a corporation with an ACN, and have an existing departmental Customer Reference Number (CRN) may lodge the application online at [www.tmr.qld.gov.au/Online-services](http://www.tmr.qld.gov.au/Online-services). A CRN is your Queensland Driver Licence number, Adult Proof of Age Card, Driver Authorisation number or TMR issued reference number for your organisation.

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### **In person applications**

Applicants who do not have a departmental CRN must lodge the BEA application in person at a TMR transport and motoring service centre.

To obtain a departmental CRN, you must complete a *New Customer Application* (form F3503) and provide an *Evidence of Identity Requirements for Individuals and Organisations* (form F4362).

The form must be completed in full, and accompanied by Evidence of Identity (EOI) requirements, the specified supporting documents and payment of the applicable fees.

For foreign persons, EOI documentation can include copies of a foreign passport, foreign driver licence, healthcare card or similar document issued by the foreign government. At least one of the documents must include the person's residential address.

**Please note:** All copied documents must be certified by a witness such as a doctor, police officer, solicitor, barrister or judge, Justice of the Peace, Commissioner for Declarations, notary public, consular or ambassadorial officer or an overseas equivalent.

Directors of an organisation or company will also need to provide a criminal history issued by a relevant law enforcement authority of the foreign country.

### **Documents must be in English**

Any documents in a language other than English must be translated into English by a person accredited by the National Accreditation Authority for Translators and Interpreters or an equivalent body recognised by a foreign government.

### **Further information**

For more information about the Personalised Transport reforms, including BEA, please refer to [www.tmr.qld.gov.au/business-industry/taxi-and-limousine/industry-information](http://www.tmr.qld.gov.au/business-industry/taxi-and-limousine/industry-information).



Important

The information shown on pages 1 - 3 of this application will assist with the completion of this form. Please read this information before completing this application. Failure to complete all relevant questions, or to provide information as directed, may result in a delay in processing.

1. Do you have an existing BEA?

Yes [ ] BEA number

[ ]

Name of BEA

[ ]

No [ ]

2. Applicant/Renewal details

Are you -

- a corporation or company [ ] Go to question 3
an incorporated association [ ] Go to question 3
a partnership [ ] Go to question 3
a trustee of a trust [ ] Go to question 3
an individual [ ] Go to question 4

3. Organisation details and Eligibility

For a company, an incorporated association, a partnership or a trustee managing a trust - a copy of the relevant official company extract or incorporated association extract, Deed or partnership agreement must be attached. Refer to the information about applying for a BEA on pages 1 and 2 for details about the required evidence.

a. Name of company, incorporated association, partnership, trust etc.

[ ]

Do you have a departmental CRN in this name?

The CRN is the TMR issued reference number for your organisation).

Yes [ ] Please quote the organisation's CRN

[ ]

No [ ] Your organisation must have a CRN in order to submit this application. Complete a New Customer Application (form F3503) and refer to the Evidence of Identity Requirements for Individuals and Organisations (form F4362).

b. Trading as (if applicable). Please provide proof of trading name such as ASIC documents.

[ ]

Entity number - ACN or Australian Business Number (ABN)

[ ]

Organisation street address (this must be the principal place of business and must not be a postal address)

[ ]

Postcode

Postal address (if the same as street address, write 'as above')

[ ]

Postcode

Name of organisation's contact person

[ ]

Organisation position (e.g. Director)

[ ]

Email address

(Note: TMR may use this email address to contact you about this application, and any future notices or changes about the BEA. TMR may use this address instead of the postal address).

[ ]

Business telephone number

[ ]

Mobile telephone number

[ ]

c. Have you or a related body corporate ever been convicted of a disqualifying offence or charged with a disqualifying offence and the charge has not been finally disposed of?

Note: a disqualifying offence is defined in TOPTA, Schedule 3 (Dictionary). See also the information about applying for a BEA on this form.

No [ ]

Yes [ ] Provide full details

[ ]

d. Have you or a related body corporate had another booking entity authorisation cancelled or suspended within the previous year?

No [ ]

Yes [ ] Provide full details, including the BEA number (if known)

[ ]

e. Have you or a related body corporate, within the previous 12 months, committed an offence against provision of relevant transport legislation relating to providing a booked hire service, a booking service for a booked hire service or a taxi service, or using a motor vehicle to provide a booked hire service or taxi service?

Note: the relevant transport legislation means TOPTA, the Transport Operations (Road Use Management) Act 1995 and the Motor Accident Insurance Act 1994.

No [ ]

Yes [ ] Provide full details

[ ]

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f. Have you or a related body corporate ever been convicted of a criminal, drug, weapons offence, or been charged with any of these offences and the charge has not been finally disposed of?

No

Yes  Provide full details

**4. Foreign person**

Applicants who are a foreign person must nominate one person to be its representative (the entity's 'local nominee') for the purposes of TOPTA. Refer to page 1 of this application for further details.

Are you, as the applicant, a foreign person?

Yes  Go to question 4a.

No  Go to question 5

a. Are you an individual who usually lives in a foreign country?

Yes  Go to question 4c.

No  Go to question 4b.

b. Are you a corporation incorporated in a foreign country?

Yes  You must provide the following information.

- A certified copy of a Company Extract identifying the current directors or an equivalent document from the country the corporation is incorporated/registered in
- Details of the corporation structure and the responsibility for the provision of the booking services under TOPTA, including the organisational structure based in Australia
- Personal details for each director of the corporation in question 5.

No  If you are not a foreign entity, go to question 5.

c. Have you appointed a local nominee to be your representative?

Yes  Please complete a *Booking Entity Authorisation - Local Nominee Consent* (form F5196) and submit it with this application.

No  Your application cannot be processed unless you nominate a local nominee.

**5. Individual details and eligibility**

This section is to be completed by an individual applicant, or if the applicant is an organisation, by each director/management committee member, partner or trustee (or directors/executives if the trustee is a company).

If there are more than two individuals associated with this application, please complete and attach a *Booking Entity Authorisation - Eligibility Criteria* (form F5206) for each person.

**First person's details**

**Note:** TMR will recognise the first person on this application as the contact person for all correspondence and telephone enquiries. This includes the primary trustee of a trust.

a. Do you have a departmental CRN?

The CRN is your Queensland Driver Licence number, Adult Proof of Age Card number or Industry Authority number (e.g. DA).

**Note:** this CRN is your individual CRN and not your organisational CRN.

Yes  Please quote your CRN

No  You must have a CRN in order to submit this application. Complete a *New Customer Application* (form F3503) and refer to the *Evidence of Identity Requirements for Individuals and Organisations* (form F4362).

b. Personal details

Family name

Given name/s

Residential address

Postcode

Postal address (if the same as residential address, write 'as above')

Postcode

Email address

**(Note:** TMR may use this email address to contact you about this application, and any future notices or changes about the BEA. TMR may use this address instead of the postal address).

Business telephone number

Mobile telephone number

Date of birth

/
/

Town/City of birth\*

State of birth\*

Country of birth

\*Town/City and state of birth details must be supplied if born in Australia.

**c. Do you hold, or have you applied for, a DA to drive a public passenger service?**

No  If you intend to drive a public passenger vehicle you need to complete a *Driver Authorisation Application* (form F2978).

Yes  Please quote your DA number

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If you hold current DA, a CHC is not required, and the CHC fee is not payable.

Or provide details of your DA application.

Lodgement date

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Lodgement centre

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**d. Have you ever been known by any other name?**

No

Yes  Provide other name/new

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If your name has changed from what is recorded on your CRN you will need to complete a *Change of Customer Details* (form F4214) and submit with this application/renewal.

**e. Have you lived in New Zealand?**

No

Yes

**f. Have you lived outside Australia for more than 12 months in the last 10 years and been aged at least 18 years of age for any period during this time?**

No

Yes  Provide full details

Where

--

When (years)

--

**New application**

You must provide a current clearance form or criminal offence record from the relevant law enforcement authority in each country where you lived.

**Renewal application**

If you were listed on the initial application for the BEA and you have not travelled outside of Australia in the period between the approval of the initial BEA and the date of the renewal application, you must provide one of the following documents:

- a record of international travel movement from the [Commonwealth Department of Home Affairs](#), for the period between the approval of the initial BEA and the date of the renewal application as evidence that you have not travelled outside of Australia during that period

or

- a current clearance form or criminal offence record from the relevant law enforcement authority in each country where you lived.

**g. Have you ever been convicted of a criminal, drug, weapons offence, or have you been charged with any of these offences and the charge has not been finally disposed of?**

No

Yes  Provide full details

--

**h. Have you had another BEA cancelled or suspended within the previous year?**

No

Yes  Provide full details

--

**i. Have you, within the previous 12 months, committed an offence against a provision of relevant transport legislation relating to providing a booked hire service, a booking service for a booked hire service or a taxi service, or using a motor vehicle to provide a booked hire service or taxi service?**

**Note:** the relevant transport legislation means TOPTA, the Transport Operations (Road Use Management) Act, the Motor Accident Insurance Act.

No

Yes  Provide full details

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**j. Have you ever been convicted of a disqualifying offence or charged with a disqualifying offence and the charge has not been finally disposed of?**

**Note:** a disqualifying offence is defined in TOPTA, Schedule 3 (Dictionary). Refer also to the information on pages 1 of this form.

No

Yes  Provide full details

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**Second person's details**

**Note:** TMR will recognise the first person on this application as the contact person for all correspondence and telephone enquiries. This includes the primary trustee of a trust.

If there are more than two persons associated with this application, please complete a *Booking Entity Authorisation - Eligibility Criteria* (form F5206) for each person before proceeding to question 6.

**a. Do you have a departmental CRN?**

The CRN is your Queensland Driver Licence number, Adult Proof of Age Card number or Industry Authority number (e.g. DA).

**Note:** this CRN is your individual CRN and not your organisational CRN.

Yes  Please quote your CRN

No  You must have a CRN in order to submit this application. Complete a *New Customer Application* (form F3503) and provide an *Evidence of Identity Requirements for Individuals and Organisations* (form F4362).

**b. Personal details**

Family name

Given name/s

Residential address

Postcode

Postal address (if the same as residential address, write 'as above')

Postcode

Email address

**(Note:** TMR may use this email address to contact you about this application, and any future notices or changes about the BEA. TMR may use this address instead of the postal address).

Business telephone number

Mobile telephone number

Date of birth

Town/City of birth\*

State of birth\*

Country of birth

\*Town/City and state of birth details must be supplied if born in Australia.

**c. Do you hold, or have you applied for, a DA to drive a public passenger service?**

No  If you intend to drive a public passenger vehicle you need to complete a *Driver Authorisation Application* (form F2978).

Yes  Please quote your DA number

If you hold current DA, a CHC is not required, and the CHC fee is not payable.

Or provide details of your DA application.

Lodgement date

Lodgement centre

**d. Have you ever been known by any other name?**

No

Yes  Provide other name

If your name has changed from what is recorded on your CRN you will need to complete a *Change of Customer Details* (form F4214) and submit with this application/renewal.

**e. Have you lived in New Zealand?**

No

Yes

**f. Have you lived outside Australia for more than 12 months in the last 10 years and been aged at least 18 years of age for any period during this time?**

No

Yes  Provide full details

Where

When (years)

**New application**

You must provide a current clearance form or criminal offence record from the relevant law enforcement authority in each country where you lived.

**Renewal application**

If you were listed on the initial application for the BEA and you have not travelled outside of Australia in the period between the approval of the initial BEA and the date of the renewal application, you must provide one of the following documents:

- a record of international travel movement from the [Commonwealth Department of Home Affairs](#), for the period between the approval of the initial BEA and the date of the renewal application as evidence that you have not travelled outside of Australia during that period

or

- a current clearance form or criminal offence record from the relevant law enforcement authority in each country where you lived.

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**g. Have you ever been convicted of a criminal, drug, weapons offence, or have you been charged with any of these offences and the charge has not been finalised?**

No

Yes  Provide full details


**h. Have you had another BEA cancelled or suspended within the previous year?**

No

Yes  Provide full details


**i. Have you, within the previous 12 months, committed an offence against a provision of relevant transport legislation relating to providing a booked hire service, a booking service for a booked hire service or a taxi service, or using a motor vehicle to provide a booked hire service or taxi service?**

**Note:** the relevant transport legislation means TOPTA, the Transport Operations (Road Use Management) Act, the Motor Accident Insurance Act.

No

Yes  Provide full details


**j. Have you ever been convicted of a disqualifying offence or charged with a disqualifying offence and the charge has not been finally disposed of?**

**Note:** a disqualifying offence is defined in TOPTA, Schedule 3 (Dictionary). Refer also to the information on page 1 of this form.

No

Yes  Provide full details


**6. Related body corporate details**

Do you, as the applicant, have a related body corporate? For example, if you are a majority shareholder or director of a company.

**Note:** a related body corporate is defined in the *Transport Operations (Passenger Transport) Regulation 2018*, Schedule 9. Refer also to the information on page 2 of this form

No

Yes  Related body corporate details

Name	Registration number (ACN, ABN, etc.)

**This column has been left blank intentionally. Please go to question 7 on the next page to continue completing the form.**



**7. Fleet details**

Provide details of the booking services that you intend to provide below in the table. Please nominate separate details for:

- each fleet category (e.g. taxis, limousines, booked hire vehicles)
- each area of operation for a booking service. For taxis you should nominate the relevant taxi service area. For limousines and booked hire vehicles, you should nominate Queensland, or if you operate within specific areas of Queensland, nominate the relevant area/s
- booking services that you provide under a subcontract arrangement for other booked hire service providers (e.g. you provide a booking service for XYZ Taxis because they don't have their own booking system).

**Note:** If there is insufficient space, please attach a copy of the *Booking Entity Authorisation - Fleet Details* (form F5205)

	Service area of operation	A. Number of affiliated licence holders	B. Number of affiliated drivers	C. Number of wheelchair accessible vehicles	D. Number of substitute vehicles (taxis only)	Number of affiliated vehicles not including substitute vehicles (but including wheelchair accessible vehicles)
<b>Booking services - taxis</b> Provide details						
<b>Booking services - limousines</b> Provide details						
<b>Booking services - booked hire vehicles</b> Provide details						
<b>Booking services provided for other service providers (e.g. bureau or subcontract services). Please list the number of affiliated licence holders, drivers and vehicles for the subcontracted area.</b>						
<b>Total number of affiliated vehicles</b>						

**8. Booked Hire Service Identification sign**

Are you attaching a booked hire service identification sign for approval by TMR?

Yes  Attach a copy of the identification sign and answer the questions below to confirm the identification sign meets requirements.

I confirm that my booked hire service identification sign meets the following requirements:

it is square and at least 146mm x 146mm

it is retroreflective

it is clearly visible from at least 20m away from the windscreen

it does not contain offensive words and words such as 'taxi', 'taxi-cab', 'cab', 'limousine', 'limo' or a similar expression

it accurately identifies the booking entity and the booking services to be provided.

**continued next column...**

No  You must attach a copy of your proposed identification sign, unless your sign has already been approved. BEA holders must not operate ride-booking services without TMR's approval of the booked hire vehicle identification sign.

**9. Term of BEA**

A BEA may be issued for a term of up to five years. Please nominate the preferred term for the issue of the BEA.

1 year

2 years

3 years

4 years

5 years

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**10. Applicant's Statement**

By signing this form, I/We acknowledge and agree to the following statements:

- I/We state the information provided in this application is complete, true and correct
- I/We understand that providing a false statement will attract a penalty
- I/We confirm that the applicant will be responsible for providing the booking services for this BEA
- I/We consent to TMR carrying out such enquiries it deems necessary to determine if I/We meet the suitability requirements for a BEA and to conduct further enquiries during the period of the authorisation to assess my/our ongoing suitability to hold the authorisation
- I/We consent to the email address provided in this application to be used for sending information, notices, reminders or updates on TMR products and services.

**Signature of applicant/s**

All individuals, or if the applicant is an organisation, each director, management committee member, trustee (or directors/ executives if the trustee is a company) or partners must sign the application.

If there is insufficient space for all applicants' or associated persons' signatures, please attach a *Booking Entity Authorisation - Associated Person's Statement* (form F5197).

Name of first person

Signature of first person

Date

Name of second person

Signature of second person

Date

**Privacy statement:** TMR is collecting the information on this form under the authority of the Transport Operations (Passenger Transport) Act for the purposes of assessing your suitability to hold a booking entity authorisation and to maintain a register of booking entity authorisations. This information is used for the generation of correspondence and the monitoring of authorisations. Information such as the authorised booking entity's name and business name, the name and business name of the entity's local nominee (if any), and the identifying number of a booking entity authorisation may be published on the TMR's website. Some of the information may also be disclosed to relevant government agencies including the Queensland Police Service and interstate licencing authorities. Your personal information will not be disclosed to any other third party without your consent unless required or authorised to do so by law.

**Customer Services Branch Office Use Only**

Application checklist - please tick (✓)

Refer to DocBase for reference material.

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| • Have you sighted the applicant's current proof of identity? If there are more than two directors or executives, a list identifying each individual must be attached to this application  | <input type="checkbox"/> | <input type="checkbox"/> |
| • For organisations, is the specified <a href="#">ASIC</a> Current Company Extract or incorporation of business name attached? <ul style="list-style-type: none"> <li>○ Corporations - a copy of a Current Company Extract listing the directors of the corporation <input type="checkbox"/> <input type="checkbox"/></li> <li>○ Incorporated Associations - a copy of an official extract about the incorporated association from the register of incorporated associations listing the current management committee members <input type="checkbox"/> <input type="checkbox"/></li> <li>○ Trust or superannuation fund - a copy of the Deed of Trust which outlines the trustee's powers and lists all individual parties <input type="checkbox"/> <input type="checkbox"/></li> <li>○ Partnership - a copy of a signed, formal Deed of Partnership document, or another form of partnership agreement, which lists all involved parties and proves the validity of the partnership. <input type="checkbox"/> <input type="checkbox"/></li> </ul> |                          |                          |
| • For foreign entities that are corporations, has a certified copy of the equivalent company documentation from the country the corporation is incorporated in been provided? Refer question 4b. <input type="checkbox"/> <input type="checkbox"/>   |                          |                          |
| • For foreign entities that are corporations, have details of the corporation structure been provided? Refer question 4b. <input type="checkbox"/> <input type="checkbox"/>  |                          |                          |
| • For foreign entities that are corporations, has a copy of the Australian Registered Body Extract from <a href="#">ASIC</a> been provided? <input type="checkbox"/> <input type="checkbox"/>  |                          |                          |
| • If the applicant has answered yes to question 5f., have they provided: <ul style="list-style-type: none"> <li>○ for a new application: a current clearance form or criminal offence record from the relevant law enforcement authority in each country where they lived? <input type="checkbox"/> <input type="checkbox"/></li> <li>○ for a renewal application: either                             <ul style="list-style-type: none"> <li>○ a record of international travel movement from the <a href="#">Commonwealth Department of Home Affairs</a> (covering the period between the approval of the initial BEA and the date of the renewal application) <input type="checkbox"/> <input type="checkbox"/></li> <li><b>or</b></li> <li>○ a current clearance form or criminal offence record from the relevant law enforcement authority in each country where they lived. <input type="checkbox"/> <input type="checkbox"/></li> </ul> </li> </ul>   |                          |                          |
| • Please also check any attached <i>Booking Entity Authorisation - Eligibility Criteria</i> (form F5206) forms. <input type="checkbox"/> <input type="checkbox"/>  |                          |                          |
| • For local nominees who are an individual, has evidence of the nominee's residence within Australia been provided? Refer question 4c. <input type="checkbox"/> <input type="checkbox"/>   |                          |                          |
| • Has the local nominee's signed written consent to the nomination (F5196) been attached? Refer question 4c. <input type="checkbox"/> <input type="checkbox"/>   |                          |                          |
| • Has each applicant (including associated persons of corporations) signed the 'Applicant's Statement'? Refer question 10 <input type="checkbox"/> <input type="checkbox"/>  |                          |                          |

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Yes  No  
 • Has a booked hire service identification sign been attached for approval? (**Note:** this is not a mandatory requirement)  
 Comments  
  
 Yes  No  
 • Have the relevant fees (CHC per person + annual BEA fee) been paid? The fees must be paid at the time of lodgement  
 Yes  No  
 • Fees receipted.  
 Receipt number  Operator User ID

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**Application Assessment**  
CHCs/results for each associated person

Yes  No  N/A  
 First person   
 Second person

**Have any of the associated persons had -**

Yes  No  N/A  
 • a conviction of a disqualifying offence or been charged with disqualifying offence and the charge has not been finally disposed of  
  
 Yes  No  N/A  
 • a previous BEA suspension or cancellation  
  
 Yes  No  N/A  
 • an offence against a provision of relevant transport legislation relating to providing a booked hire service, a booking service for a booked hire service or a taxi service, or using a motor vehicle to provide a booked hire service, within the previous 12 months

**Foreign entity**

Yes  No  N/A  
 Has the necessary documentation for foreign entities been provided and reviewed? CHC clearance, certified copy of a company extract, company structure, Australian Registered Business Name.

**Local Nominee**

Yes  No  N/A  
 Has the necessary documentation for local nominees been provided and reviewed? For individuals - evidence of usually residing in Australia. For corporations - evidence of company certification of registration and company structure.  
  
 Yes  No  N/A  
 Has the local nominee's signed written consent to the nomination been attached?

Yes  No  N/A  
 Have the fleet details for each fleet category and area of operation been completed?  
  
 Yes  No  N/A  
 Total number of affiliated vehicles  
  
 Yes  No  N/A  
 Has a booked hire service identification sign been attached for approval (**Note:** this is not a mandatory requirement)  
  
 Yes  No  N/A  
 Have the correct fees (CHC and annual fees) been paid? Provide details  
  
 Yes  No  N/A  
 Is a request for further information required?

**Application decision**

Is the BEA application granted?  
 Yes  BEA number   
 No  Complete refusal decision details below  
 Is the BEA application refused or withdrawn?  
 Yes  Provide full details  
  
 Issue refusal notice  
 Is a refund applicable?  
 Yes  Specify amount to be refunded  
 \$  
 No   
 Approving officer's signature  
  
 Approving officer's name  Position title   
 Date  /  /