



# Change of Customer Details (Organisation)

Transport Operations (Marine Safety) Act 1994 (TOMSA);  
Transport Operations (Road Use Management) Act 1995 (TORUM); Tow Truck Act 2023

This form may be used to change the name, address, or other details of a Company, Business, Trusteeship, Organisation or Authority that have been given to the Department of Transport and Main Roads (TMR). **These changes will be recorded automatically against every motor vehicle (including trailer), tow truck and recreational ship registration.** Please provide evidence of the organisation's identity (e.g. Certificate of Incorporation).

If changing the type of organisation, you are considered a new customer and must complete the *New Customer Application (Individual)* (F3503).

For changes to the **Business/Company/Organisation name or number** both the previous and new identification is needed. For example, if a company name changes, both the previous and new Certificate of Incorporation must be provided.

For changes to an operator accreditation that was issued under the *Transport Operations (Passenger Transport) Act 1994*, you must also complete the *Operator Accreditation Change/Replacement* (F3208).

If transferring a motor vehicle registration, you must use the *Vehicle Registration Transfer Application* (F3520). If transferring a recreational ship registration, use the *Queensland Regulated Ship Registration Transfer Application* (F3521).

## 1. Organisation's details (as currently recorded)

Organisation's name

Organisation's business address

  

Organisation's postal address (if same as above write 'as above')

  

### Organisation's contact officer

Full name

Title

Daytime contact phone number

## Organisation's type

Under which type is the organisation to be registered?

- Business registered with the Department of Employment Economic Development and Innovation (Office of Fair Trading Division)
- Company registered with Australian Securities and Investment Commission
- Licensed motor dealer registered with the Department of Employment Economic Development and Innovation (Office of Fair Trading Division)
- Organisation or Association registered under the *Associations Incorporation Act 1981*
- Registration number (BN, ACN, Dealer Licence, IA)

- Body Corporate registered with the Department of Environment and Resource Management (Natural Resources and Environment Division)
- Government authority
- Organisation or Association registered under Queensland state legislation
- Trust/Trustee

## 2. Documents to be changed

Vehicle registration  Plate number/s

  

Ship registration  Registration number/s

  

## 3. Organisation's name change

Has the organisation changed its name?

No

Yes  New name (please print)

  

## 4. Organisation's address change

Has the organisation changed its address?

No

Yes  New address details

New business address

  

New postal address

  

New garaging address for vehicles

**5. Organisation's contact officer change**

Has the organisation changed its contact officer?

No

Yes  New contact officer details

Full name

Title

**6. Organisation's daytime contact phone number change**

Has the organisation changed its daytime contact phone number?

No

Yes  New daytime contact phone number

**7. Other organisation changes**

Has the organisation made any other relevant changes?

No

Yes  Contact your nearest customer service centre or telephone **13 23 80** for information and give details below

**8. Organisation's officer authorised to lodge this application on behalf of the authorisation**

Officer's full name

Officer's title

Driver licence number

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**Note:** You must show your driver licence when lodging this application. You must also show evidence that you are the organisation's representative. Acceptable evidence includes an authorisation on the organisation's letterhead or an organisation identity card issued to you.

**9. Organisation's declaration**

**This declaration must be made by the nominated executive officer of the organisation.**

I declare that the information provided by me in this application is complete, true and correct in every detail.

I understand that I may be prosecuted if I have stated anything in this application that is false or misleading.

I declare that the person described in section 8 is employed by the organisation and is authorised to lodge this application to TMR on behalf of the organisation.

Nominated executive officer's signature

Date

It is an offence under the relevant Transport Acts to state anything or give a document to an authorised officer if you know it contains false or misleading information. Penalties apply.

**Privacy statement:** TMR collects information on this form under the Tow Truck Act, TOMSA and TORUM to manage TMR's Queensland vehicle, vessel and tow truck registers. This information is accessible by authorised departmental persons and the Queensland Police Service. Information about vehicle, vessel and tow truck registration may be disclosed by TMR or its agents/contractors to parties such as vehicle insurers, statutory/insolvency entities, lawyers, persons involved in vehicle and/or vessel accidents/incidents, vehicle manufacturers, tolling entities and to or through interstate registering authorities. TMR will not disclose your personal information to any third party without your consent unless authorised or required by law.

**Office use only**

**Evidence of organisation's identity documents**

What document was sighted?

Number

**Confirmation of organisation's officer's details**

Officer's driver licence details confirmed in TRAILS

Comments

Officer's authorisation checked

Comments

Has this application been accepted?

Yes  No

Comments

Authorising person's signature

Date

Office stamp