

Evidence of Identity Requirements for Organisations Information Sheet

As part of the Department of Transport and Main Roads (TMR) application process, you may be required to present the following evidence of identity documents (EOI) (where applicable) that establishes the legal existence of the organisation. Where stated, and rather than providing official documentation, the organisation details may be verified by TMR via the issuing authority's website.

Acceptable verification and documentation for a business - all listed documents are required:

- Business can be verified as having a status of 'registered' on the Australian Securities and Investment Commission (ASIC) website at www.asic.gov.au
- EOI for the legal entity (business holder/proprietor) behind the business name.

If representing the business, please also see the 'Representative documents' area below.

Acceptable verification or documentation for a partnership - only one document required:

- Partnership can be verified as having a status of 'active' on the ABN Lookup website at www.abr.business.gov.au
- Original or certified copy of the formal Deed of Partnership listing all involved parties and proves validity of the partnership.

Acceptable verification for an Australian company

- Company can be verified as having a status of 'registered' on the ASIC website at www.asic.gov.au. If representing the company, please also see the 'Representative documents' area below.

Acceptable verification or documentation for an overseas company - one of the below is required:

- The Australian Registered Body Number (ARBN) can be verified as having a status of 'active' on the ASIC website at www.asic.gov.au
- Original or certified copy of the Certificate of Registration of a Registrable Australian Body displaying the ARBN.

If representing company, please also see the 'Representative documents' area below.

Acceptable documentation for a body corporate – if required, only one document required:

- Original Registration Confirmation Statement issued by the Department of Resources (DoR)
- Original document from DoR with Community Management Scheme number
- Original DoR document addressed to the body corporate.

Representative documents

- *Original Authority to Represent Registered Operator Vehicle Registration* (form F5225) (or original letter of authority from organisation).

Acceptable documentation for a trust - only one document required:

- Original or certified copy of Deed of Trust plus original individual EOI for the legal entity (trustee) behind the trust name
- An original official document (such as a letter from a solicitor confirming the existence of the trust) plus, where the trustee behind the trust name (legal entity) is an individual, their original individual EOI.

If representing the trust, please also see the 'Representative documents' area on page 1.

Acceptable verification or documentation for an association incorporated under Queensland legislation - only one document required:

- Incorporated Association Number is current on the Office of Fair Trading (OFT) website at www.qld.gov.au (search - check a charity or association)
- Indigenous Corporation number is current on the Office of the Registrar of Indigenous Corporations website at www.oric.gov.au
- Original Certificate of Registration issued by the OFT for a co-operative registered under the *Cooperatives Act 1997*
- Copy of relevant section in legislation establishing entity or copy of Letters Patent, issued by the Department of Premier and Cabinet as proof of registration under legislation such as the *Religious Educational and Charitable Institutions Act 1861* (repealed).

Acceptable verification or documentation for an association incorporated under interstate legislation - only one document required:

- Verification the company has a status of 'registered' on the ASIC website at www.asic.gov.au
- Original or certified copy of the Certificate of Incorporation issued by an interstate OFT (or their equivalent).

Queensland garaging address documents – if required, one of the below must be presented:

- A category A or B EOI document which includes the garaging address
- Australian Taxation Office Assessment
- Contract of property purchase; lease/rental document; mortgage/land ownership certificate or notice of body corporate fees
- Queensland local government rates notice, electricity, gas or telephone account
- Insurance papers which contain a field called garage address.

Change of name verification or documentation**Company/Business - only one document required:**

- Verification the company/business name has changed on the ASIC website at www.asic.gov.au
- Original Certification of Registration on Change of Name or Business Name Registration Certificate issued by the ASIC.

Trust:

- Original written advice from the trustee stating the new name and the trustee is the same as both before and after the name change.

Contact information - if you are unable to show any EOI documents, or if you need more information you can:

- visit www.tmr.qld.gov.au
- call 13 23 80* or visit your local customer service centre.

13 QGOV (13 74 68)
www.tmr.qld.gov.au | www.qld.gov.au