

## Motor Vehicle Registry Information Bulletin

# R20 - LMVD Dealers Manual & Dealer Authorisation Identity Certificates for Proof of Identity

1. A Dealer's Manual, written for LMVDs, has been produced by the Motor Trades Association (MTA) and Motor Vehicle Registry (MVR), to assist LMVDs meeting MVR requirements for processing of most transactions in which they are involved, and hence, to ensure there will be a minimum of delay when attending MVR. Copies of the Dealer's Manual are available on request by telephoning the MTA on 8941 8275, or MVR in your Region (see in the margin for phone contacts).
2. In addition, LMVDs may apply for exemption from proving identity over the counter, by entering into an arrangement with the Registrar, to obtain a Dealer Authorisation Identity Certificate.
3. **Dealer Authorisation Identity Certificate (Certificate)** - If approved, a Certificate endorsed 'Exempt POI' will provide the holder (such as a dealer's employee) with the authority to act on behalf of the LMVD (i.e. it will be Proof of Identity (POI) of the LMVD, for the transactions which that person is seeking at the counter).

e.g. Joe Salesman comes to the counter with a Certificate "Exempt POI" for an LMVD, he will not need to prove his POI, as he is authorised by the LMVD to act on their behalf, by being in possession of a Certificate.
4. Applications (using proforma letter attached may be directed to the Manager MVR (in each region), in writing by the Owner/Appointed Manager of the Dealership concerned.
5. LMVDs without a Certificate will have to provide full POI on each occasion they do business transactions at MVR. LMVDs with a Certificate may also lodge a Bulk Notice of Disposal, in lieu of a Notice of Disposal each time they sell a vehicle. Refer to the Information Bulletin "Bulk Notice of Disposal (BNOD)". The BNOD system will not be available for LMVDs without a Certificate.
6. **Lost Or Damaged Certificate** - Before any replacement Certificate is issued, the LMVD must complete the application process described above, to ensure the bona fide intent of the applicant.

## Authorisation:

Section 20(1)(d) Motor Vehicles Act.

## Dealer Authorisation Identity Certificate Authority:

A Certificate will provide the holder, exemption from providing POI.

## Definitions:

"Dealer Authorisation Identity Certificate" – Certificate.

"POI" – Proof of Identity

"EACH REGION" – For the purpose of this document in each region means Motor Vehicle Registry offices located at the addresses as detailed in [Information Bulletin G05 – Motor Vehicle Registry Service Centres](#).

[COMPANY/BUSINESS LETTERHEAD]

TO

Registrar of Motor Vehicles  
GPO Box 530  
DARWIN NT 0801

Attention: Manager Customer Services

Dear Ms

RE: APPLICATION FOR DEALER AUTHORISATION IDENTITY CERTIFICATES (Certificates)

I hereby apply for a /[two or more] (for more than one car yard trading under the same legal entity) Certificate/s to include the Company OR Business Name/s and Trading Name/s, address/es, and LMVD No's, as detailed below;

1, 2, 3, etc

Yours faithfully

Signed by your Managing Director, Manager or Secretary

- \* [Proof of Identity will be required for the person (Driver's licence) AND Proof of Identity of the Company/Business. E.g. Company seal or copy of current Company or Business extract]
- \* Note; the above signatory MUST be your appointed Manager, Managing Director, or Secretary.

<b>Contact Details</b>	
<b>Motor Vehicle Registry</b>	
Telephone	1300 654 628
Facsimile	(08) 8999 3103
Email	<a href="mailto:mvr@nt.gov.au">mvr@nt.gov.au</a>
Web	<a href="http://www.mvr.nt.gov.au">www.mvr.nt.gov.au</a>
Postal Address	GPO Box 530 Darwin NT 0801