

REGISTERED BOOKING SERVICE PROVIDERS – CHANGE OF INFORMATION

BEFORE YOU BEGIN PLEASE:

- read Commercial Passenger Vehicles Victoria (CPVV)'s Privacy Policy at cpv.vic.gov.au/about-us/privacy-policies
- be aware that information on CPVV's Public Register of Permission Holders will be updated as applicable, based on the information in this form
- complete all fields in BLOCK LETTERS

***NB: This form must be signed by the Responsible Person.**

1. Name of Booking Service Provider (BSP) currently registered with CPVV

2. What information has changed? (please tick the category/categories which applies/apply and add the details in the box below)

New BSP name

New Responsible Person

(Provide statutory declarations from each relevant person confirming nomination of the new Responsible Person)

New BSP business/trading name

New Relevant Person - See definition of a Relevant Person Overleaf

*(Provide name and contact details
Attach a completed Relevant Person Form)*

New BSP contact details

New contact details for existing Relevant Person

New ultimate holding company

Remove Relevant Person

(State name of new holding company and how the change has come about. Attach a current Australian Securities & Investment Commission (ASIC) company extract for your BSP)

3. Please attach (if applicable)

Completed Relevant Person Form/s
(if change is new Relevant Person/s)

Statutory declarations from each relevant person
confirming nomination of the new Responsible Person
(if change is a new Responsible Person)

Current ASIC company extract for your BSP (if change is a new ultimate holding company)

4. Declaration

On behalf of this BSP:

a) I consent to:

- CPVV's Public Register of Permission Holders being updated, as applicable, to reflect the change of details set out in this form; and
- the information provided in this form, and in any other communication or correspondence with CPVV, being used, stored, disclosed and retained in the same manner as information provided when this BSP applied for registration.
This is detailed in the CPVV "[Application for Registration as a Booking Service Provider](#)" form.

b) I declare that the information provided in this form and in connection with this form is true and correct in every particular.

PRINT NAME:

SIGNATURE

DD / MM / YYYY

PLEASE LODGE A COPY OF THIS FORM BY EMAIL TO CPVV AT registration@cpv.vic.gov.au

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WHO IS A RELEVANT PERSON?

The table below explains who a Relevant Person is with respect to a registered Booking Service Provider (BSP). 'Manager' means a person who is concerned, or takes part, in the management of the activities related to providing booking services, whether as an employee or otherwise.

When the BSP is an individual	Each manager of the BSP (for example, where an individual operates a business as a sole trader they may employ others within that business as managers).
When the BSP is a partnership	<ol style="list-style-type: none"> 1. Each partner of the BSP; and 2. Each manager of the BSP.
When the BSP is an unincorporated body or association other than a partnership	<ol style="list-style-type: none"> 1. Each member of the committee of management of the BSP; and 2. Each manager of the BSP.
When the BSP is a company, co-operative or an incorporated association	<ol style="list-style-type: none"> 1. Each officer of the BSP; and 2. Each manager of the BSP. <p>'Officer', in relation to a company, means any of the following:</p> <ul style="list-style-type: none"> • a director • a secretary • a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the company • a person who has the capacity to affect significantly the company's financial standing • a person in accordance with whose instructions or wishes the directors of the company are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the directors of the company). <p>'Officer', in relation to a co-operative, means any of the following:</p> <ul style="list-style-type: none"> • a director • a secretary • a person who is concerned, or takes part, in the management of the co-operative, whether or not as a director. <p>'Officer', in relation to an incorporated association, means any of the following:</p> <ul style="list-style-type: none"> • the secretary (as defined by section 3 of the <i>Associations Incorporation Reform Act 2012</i> (Vic)) of the incorporated association; or • a member of the committee (as defined by section 3 of the <i>Associations Incorporation Reform Act 2012</i> (Vic)) of the incorporated association • a person who is concerned, or takes part, in the management of the incorporated association.
When the BSP is a body corporate other than a company, co-operative or incorporated association	<ol style="list-style-type: none"> 1. A member of the committee of management of the BSP; and 2. Each manager of the BSP.