

Information Sheet 6

Making changes to an Approved Inspection Station business structure

If you make any of the below changes to your business structure, you will need to provide written notice to the Approved Inspection Station (AIS) Administrator:

- change of AIS approval holder's business name
- changes to an AIS approval holder's company name (no change to the company's Australian Company Number (ACN))
- adding or removing a company director (no change to the company's ACN)
- change to the company's ACN
- change of legal entity from a sole trader or partnership to a company
- change of ownership of an AIS approval holder's business
- adding or removing an AIS approval holder.

Change of AIS approval holder's business name

If the business name listed on your AIS approval changes, you must provide written notice to the AIS Administrator within 14 days of the change.

To provide written notice, you must:

- complete the relevant sections of [Approved Inspection Station Scheme Change/Replacement form \(F4638\)](#)
- complete a [New Customer Application \(Organisations\) \(F3503\)](#)
- meet the [Evidence of Identity Requirements for Organisations \(F4362\)](#)
- provide a current [Australian Securities and Investment Commission \(ASIC\) business name extract](#) that includes the new business name and the business name holder details
- lodge the application and business name extract at your nearest [transport and motoring service centre](#). There is no fee for this application.

If your application is approved, you will be provided with an amended AIS approval notice showing the new AIS business name.

Change to AIS approval holder's company name (no change to the company's ACN)

If your company name changes, and there is no change to the ACN, you must provide written notice to the AIS Administrator within 14 days of the change.

To provide written notice, you must:

- complete the relevant sections of [Approved Inspection Station Scheme Change/Replacement form \(F4638\)](#)

- complete a [New Customer Application \(Organisations\) \(F3503\)](#)
- meet the [Evidence of Identity Requirements for Organisations \(F4362\)](#)
- provide a current [ASIC company name extract](#) that shows your new company name and the director's details
- lodge the application and ASIC company name extract at your nearest [transport and motoring service centre](#). There is no fee for this application.

If your application is granted, you will be provided with an amended AIS approval notice showing the new company name.

Adding or removing a company director (without changing the company's ACN)

If your company adds or removes a director and there is no change to the ACN, you must provide written notice to the AIS Administrator within 14 days of the change.

To provide written notice, you must:

- state the directors to be added or removed and ensure the notice complies with the [Corporations Act 2001 \(Cwlth\)](#)
- if a director is being added to the AIS approval, meet the [Evidence of Identity Requirements for Individuals \(F4362\)](#)
- provide a current [ASIC company name extract](#) that shows your current company's and director's details.
- lodge the application and ASIC company name extract at your nearest [transport and motoring service centre](#). There is no fee for this application.

As there is no change to the company name or ACN, an amended AIS approval notice will not be provided.

Evidence of identity requirements for directors residing interstate or overseas

Directors who reside interstate and do not have a Queensland customer reference number (also referred to as a CRN) must complete a [New Customer Application \(F3503\)](#). They must provide **certified copies** of documents that comply with the [Evidence of Identity Requirements for Individuals and Organisations \(F4362\)](#).

Directors who reside overseas **DO NOT** need to comply with the above evidence of identity (EOI) requirements.

Certified copies of EOI documents

An approved witness must certify and endorse the photocopy of the EOI document. The certification must contain the words *'I have sighted the original document and certify this to be a true copy of the original'*.

The approved witness must sign and print their full name, position title/designation and contact details. You may have to pay a fee to have the documents witnessed. All documents must be witnessed in English or have an English translation.

Approved witness

An approved witness or local equivalent is either a:

- medical practitioner
- police officer
- consular or ambassadorial officer
- solicitor, barrister, or judge
- justice of the peace or commissioner of declarations
- notary public or person authorised by law to witness and sign documents.

Change to a company's ACN

If your company has been issued with a new ACN, your AIS approval is no longer valid and you must make a new AIS application. For further information, please read [Information sheet 4 – Making a new Approved Inspection Station application](#)).

Change of legal entity from sole trader or partnership to a company

If a sole trader or partnership decides to change the legal entity to a company, you must make a new AIS application. For further information, please read [Information sheet 4 – Making a new Approved Inspection Station application](#).

Once your new AIS application has been approved, you must surrender your old AIS approval within 14 days of receiving your new approval. For further information about surrendering your AIS approval, please read [Information sheet 11 – Cease operating as, or immediate suspension of an Approved Inspection Station approval](#).

Change of ownership of an AIS approval holder's business

If you sell your business, you must provide written notice to the [AIS Administrator](#) within 14 days of the sale and surrender your AIS approval. For further information about surrendering your AIS approval, please read [Information sheet 11 – Cease operating as, or immediate suspension of an Approved Inspection Station approval](#).

Your AIS approval cannot be assigned or transferred to a new owner. If the new owner wants to operate as an AIS, they must make a new AIS application. For further information the new owner should read [Information sheet 4 – Making a new Approved Inspection Station application](#).

Adding or removing a partner to your AIS approval

To add or remove a partner from your AIS approval, you must make a new AIS application. For further information about making a new application, please read [Information sheet 4 – Making a new Approved Inspection Station application](#).

Once your new application has been approved, you must surrender your old AIS approval within 14 days of receiving your new approval. For further information about surrendering your AIS approval, please read [Information sheet 11 – Cease operating as, or immediate suspension of an Approved Inspection Station approval](#).

Contact us

Phone	13 23 80 (ask for the AIS Administrator)
Email	ais@tmr.qld.gov.au (preferred contact method)
Website	https://www.tmr.qld.gov.au/ais
Post	AIS Administrator Department of Transport and Main Roads PO Box 673 Fortitude Valley Qld 4006