

## Information Sheet 8

# Multi-listing Approved Inspection Stations

Multi-listing Approved Inspection Stations (AIS) is an option available to AIS approval holders who hold more than one AIS approval with the same legal entity name (the legal entity must be either the same individual, partnership or company name on all your AIS approvals). Multi-listing your AIS approvals allows you to move your approved examiners and/or nominees between each of your AISs without having to make additional applications under each individual AIS approval.

### Before you apply

Multi-listing AISs is only available to AIS approval holders who hold more than one AIS approval under the same legal entity name. We will **not** approve applications when the AIS approvals are held under different legal entity names. Before you apply, make sure you understand your responsibilities for maintaining and keeping records of staff at each multi-listed AIS as required in the [Business Rules for Approved Inspection Stations](#).

### Making an application

To multi-list your AISs, you must:

- complete the relevant section of the [AIS Change/Replacement application](#) form (F4638) listing each AIS approval number
- email your application form to the AIS Administrator at [ais@tmr.qld.gov.au](mailto:ais@tmr.qld.gov.au) (there are no fees for this application).

### What happens after you apply

If we need more information, we will contact you. If your application is approved, we will email you an amended AIS approval notice listing all AISs approved for multi-listing. If your application is refused, we will email you the reasons for the refusal.

### Contact us

Phone	13 23 80 (ask for AIS Administrator)
Email	<a href="mailto:ais@tmr.qld.gov.au">ais@tmr.qld.gov.au</a> (preferred contact method)
Website	<a href="http://www.tmr.qld.gov.au/ais">www.tmr.qld.gov.au/ais</a>
Post	AIS Administrator Department of Transport and Main Roads PO Box 673 Fortitude Valley Qld 4006