

## Information Sheet 11

# Surrendering or immediate cancellation of your Approved Inspection Station approval

March 2017

As an Approved Inspection Station (AIS) approval holder, you may decide to surrender your AIS approval. For example, you may decide to:

- not renew your AIS approval
- cease trading as an AIS
- sell your AIS business.

This information sheet will guide you through the steps you need to follow to surrender your AIS approval.

### Deciding not to renew your AIS approval

If you decide not to renew your AIS approval, your AIS approval will expire once the expiry date of your AIS approval is reached.

Once your AIS approval has expired, you cannot issue inspection certificates unless you make an application to renew your AIS approval or you make a new AIS application with the Department of Transport and Main Roads (the department).

If you decide to renew your AIS approval, refer to Information Sheet 10 *Renewing your Approved Inspection Station Approval*.

In addition, within 14 days after your AIS approval expiry date, you need to:

- provide written notice to the AIS Administrator advising you are no longer carrying out business as an AIS
- return the following relevant items to your nearest department Compliance Office or Customer Service Centre (CSC):
  - all unused inspection certificates, safety labels and inspection reports
  - all completed inspection certificates and inspection reports up to two years old
  - all cancelled inspection certificates up to two years old.

If you are unsure about what documents you need to return, contact the AIS Administrator.

### Cease trading as an AIS

If you decide to cease trading as an AIS, you need to provide the department with written notice within 14 days of you ceasing trading as an AIS.

In addition, you need to:

- completing the relevant sections of Approved Inspection Station Scheme Change/Replacement form (form number F4638)
- lodge the form with the AIS Administrator
- returning the following relevant items to your nearest department Compliance Office or CSC:

- all unused inspection certificates, safety labels and inspection reports
- all completed inspection certificates and inspection reports up to two years old
- all cancelled inspection certificates up to two years old.

## Deciding to sell your AIS

If you decide to sell your AIS, you need to provide the department with written notice of the change within 14 days after the business is sold. Your AIS approval cannot be transferred.

In addition, you need to surrender your AIS approval by:

- completing the relevant sections of Approved Inspection Station Scheme Change/Replacement form (form number F4638)
- lodge the form with the AIS Administrator
- returning the following relevant items to your nearest department Compliance Office or CSC:
  - all unused inspection certificates, safety labels and inspection reports
  - all completed inspection certificates and inspection reports up to two years old
  - all cancelled inspection certificates up to two years old.

If the purchaser of your business decides to operate as an AIS, they need to complete a new Approved Inspection Station Application (see Information Sheet 4 *Making a new Approved Inspection Station Application*).

## Immediate cancellation

An AIS approval is immediately cancelled when following events happen:

- if the AIS approval holder is an individual, the individual dies or becomes insolvent under administration
- if the AIS approval holder is a company, the company is being wound up.

In the event that an AIS approval is immediately cancelled, a responsible person must return the following items within 14 days after the AIS approval is cancelled to your nearest Compliance Office or CSC:

- all unused inspection certificates, safety labels and inspection reports
- all completed inspection certificates and inspection reports up to two years old
- all cancelled inspection certificates up to two years old.

A responsible person includes:

- the AIS approval holder
- for a deceased estate, the person's personal representative
- for a corporation being wound up, the liquidator of the company appointed under the *Corporations Act 2001* (Cwlth).

## Contact us

Phone	13 QGOV (13 74 68)
Email	ais@tmr.qld.gov.au (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