



Information Booklet

Membership of Gold Band Taxis

DISCLAIMER

This booklet is produced to help anyone interested in finding out more about possible membership (either share or 'franchise' ownership) of *Gold Band Taxis (Christchurch) Society Limited* ("Gold Band Taxis").

It is not intended as an investment prospectus, nor is it to be taken as any form of Financial Advice under the provisions of the Financial Service Providers (Registration and Dispute Resolution) Act 2008.

Parties interested in investing in a membership with Gold Band Taxis should seek independent financial advice from a qualified financial advisor.

To the best of our knowledge and belief the information contained within this booklet is correct at the time of printing. It may be subject to change at any time.

Neither Gold Band Taxis, nor its directors, nor management, accepts any responsibility whatsoever – including financial responsibility – for any loss or material or contractual damage incurred by any party who relies upon the information contained in this booklet for the purposes of making any decision whatsoever in connection with the purchase of a share or a franchise in Gold Band Taxis.

CONTENTS

Introduction	4
Company Overview	5
1. Background	
2. Innovations	
3. Unique Features & Benefits of Gold Band Taxis	
4. Company Structure	
5. The Law under which we Operate	
6. Guiding Documents	
7. Management of the Society	
8. Why we believe that Gold Band Taxis is – and will continue to be – successful	
9. Our Membership of the NZ Taxi Federation	
The Gold Band Way	11
Our Vision	
Our Values	
Why Gold Band Taxis will be successful	
Business Opportunities	12
Options for Joining Gold Band	
All Members	
Shareholders	
Associate Members	
Vehicle Requirements	14
Becoming a Member- the Process	16
Contact Details	17
Application Checklist	18

INTRODUCTION

Thank you

Thank you for expressing an interest in Gold Band Taxis (Christchurch) Society Ltd (“Gold Band Taxis”). This information booklet will give you an overview of our organisation and of the various options available to you, if you wish to become a member of the Society.

Application form

If you choose to apply to become a member of Gold Band Taxis, you will need to complete our current Application Form, which is available from our reception desk, between 08:30 and 16:30, Mondays to Fridays.

About us

Gold Band Taxis is a market leader in the Christchurch taxi industry, and has been since its commencement in 1929. We welcome expressions of interest from credible, reliable, committed individuals who are interested in starting their own business, and willing to uphold our Mission, Vision and Values, which are central to everything that we do.

Your Own Business

Operating a business in the taxi industry provides flexibility, and variety. There are few other industries that offer similar, attractive benefits.

Enquiries and Further Information

The Gold Band Taxis website (www.goldbandtaxis.co.nz) is also a good additional source of information.

Or please feel free to contact our General Manager, if you have any questions that are not answered in this booklet.

COMPANY OVERVIEW

1. Background

Gold Band Taxis began operating in Christchurch as a privately-owned Taxi Company, in June 1929. It was owned by Mr Charles Trillo, and started with a fleet of just 18 vehicles. Since that time we have been successfully providing transport solutions for all Christchurch residents and visitors.

The organisation changed its legal structure in 194, becoming an Industrial & Provident Society, a multiple-ownership style operation set up for the exclusive benefit of its members. It has continued to be one of the most progressive and innovative Societies in the taxi industry.

2. Innovations

We are a company with many 'firsts', including:-

- The longest-serving taxi company in Christchurch (starting in June 1929) – and we've been assisting passengers ever since;
- The first Christchurch taxi company to offer a computerised dispatch system using encrypted data, offering crucial security to our customers;
- The first Christchurch taxi company to upgrade from DOS-based dispatch systems to new-generation systems, that offer our customers real-time GPS tracking;
- The first major Christchurch taxi company to have EFTPOS installed across its entire fleet – giving customers what they want;
- The first Christchurch taxi company with a fully-automated phone booking system, recognising repeat customers, and allowing all customers to book taxis at record speeds, dispatching them without the need for human intervention;
- The first Christchurch taxi company to offer online taxi ordering for corporate clients, with automated dispatch and GPS tracking capability, so customers can monitor the arrival of the taxi right to their premises;
- The first South Island Taxi company to offer a smart-phone "App", with real-time GPS monitoring of taxi movements, allowing customers to track their taxi right to their door;
- The first NZ taxi company to offer "App" downloads via QR codes;
- The first taxi Christchurch-owned company to write its own, new-generation brand-specific "App" with some features unique to the NZ taxi industry;
- The first Christchurch taxi company to adopt a standard fleet colour, a standard dress uniform for drivers, and the wearing of name badges – giving passengers a measurable standard with which to rate us;

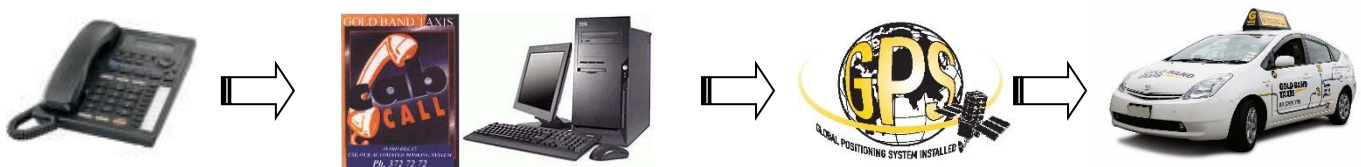
- The first Taxi company with in-house fleet inspectors, constantly checking drivers' uniform standards and car cleanliness – making sure that passengers get a true 'Gold standard' experience with every ride;
- The first south Island taxi company to have reflective fleet signage and markings, improving passenger and driver safety during darkness and poor weather conditions;
- The only taxi company to start its own finance company (now transferred to independent ownership, but still with an active affiliation with Gold Band Taxis).
- The only Christchurch taxi company to operate its own, in-house workshop, as a service to taxi owners and operators.

3. Unique Features & Benefits of Gold Band Taxis

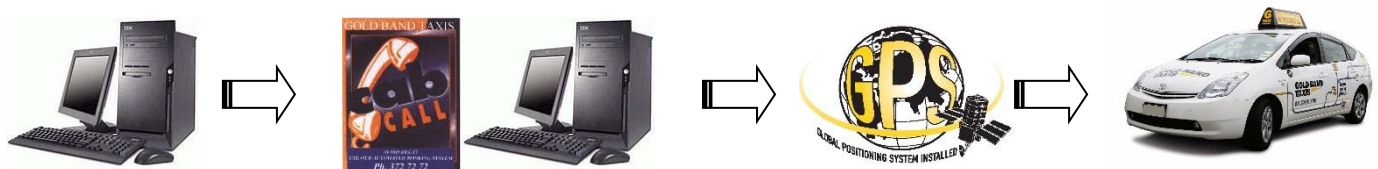
GPS offers real time fleet tracking, which means we know how far away our cars are from a customer awaiting pick-up. GPS is also vital in supporting our drivers if they are ever under threat: we always know exactly where your car is heading, so that we can help to get assistance to you as soon as possible. We can also use GPS to dispatch the cab closest to the customer.



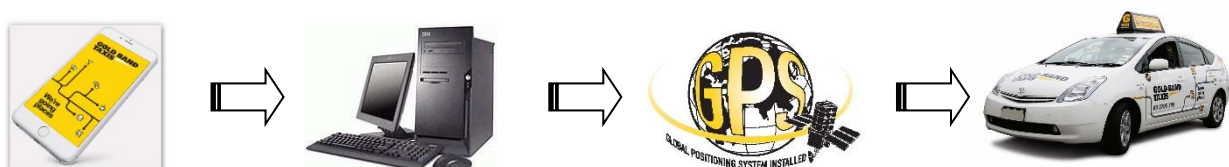
Automated phone booking (managed via the CabCall software), allows very speedy dispatch, reducing waiting times for owners and drivers, particularly on busy evenings. Bookings are sent direct from CabCall to our dispatch system, and from there automatically to our fleet of cabs.



E Cab, our online booking system, allows for speedy online bookings and dispatch. This booking method also reduces waiting times for owners and drivers. Bookings are routed via the CabCall online software straight into our dispatch system, and from there automatically to our fleet.



App bookings are fast, convenient, and efficient. Offering both a fantastic customer experience and seamless dispatch for owners and drivers. Bookings are again routed via the Cloud to our dispatch system, and from there automatically to our cabs.



Company Structure

Gold Band Taxis is registered as *Gold Band Taxis (Christchurch) Society Limited*, an Industrial & Provident Society, formed under the New Zealand Industrial and Provident Societies Act, 1908.

There are two types of membership in Gold Band Taxis: “Shareholder Membership” and “Associate Membership”.

Shareholders own the Society. Every share issued entitles the share owner to operate one cab per share.

Associate Members are licenced to operate a cab, but without having any ownership stake in the Society.

All operators must hold a PSL/TSL (Public or Transport Service Licence), which will be issued by the New Zealand Transport Agency. All operators must also be GST registered.

All members are self-employed.

All members pay a set monthly fee to the Society, so that it can provide the services that members and drivers need to operate their cabs. The fee is the same for Shareholders and Associate Members.

(a) Shareholder Membership

At the time of writing, there are 137 shares Gold Band shares in issue. Gold Band Taxis is unusual amongst taxi societies, allowing shareholders to own more than one share, and there are approximately 12 multiple share owners within the Society.

Shares are a little more expensive to purchase than Associate Memberships, but they offer benefits that Associate Members do not receive, as follows:-

- Shareholders are able to vote at General Meetings
- They are eligible to stand for a position on the Board of Directors. (Our Directors are elected largely from our membership, although the Society’s Constitution allows one Independent Director to serve on the Board each year).
- Shareholders are technically eligible to receive ‘dividends’ (if the Society is in a position to make such profit share payments). In reality, no dividends have been paid for some years. (We prefer to keep monthly fees low instead, whilst also putting aside a realistic quantity of funds each year, for future capital and business investment).
- Shareholders may operate their cabs 24 hours a day, 7 days a week, and for this reason may contract or employ different drivers, to drive their cabs.

(b) Associate (sometimes called “Franchise”) Membership

Currently there are 20 licenced Associate Memberships (sometimes called “Franchises” – although technically this is not an accurate legal description) within the Society. They have fewer rights and privileges than Shareholders. Their characteristics are as follows:-

- Associate Members pay less (than Shareholders) to join the Society.

- Associate Members may not vote at Members' Meetings, although they are welcome to attend and speak.
- Associate Members may not stand "as of right" for a position on the Board of Directors.
- Associate Members have no right to receive 'dividends'.
- Associate Members may only operate their cabs for a single shift each day. For this reason, many Associate members are also the drivers of their cabs – although a few may choose to employ a different driver to drive the cab on their behalf.

4. The Law under which we Operate

All taxi organisations must be registered as Authorised Taxi Organisations ("ATO") under the Land Transport Act 1998, together with its amendments ("the Act").

This Act is administered by the New Zealand Transport Association ("NZTA"), under the Land Transport Rule Operating Licensing 2007, together with its amendments ("the Rules").

All members and drivers are required to operate under the Act and these Rules, and therefore *must* read and be familiar with them. They can be downloaded from the web.

Gold Band Taxis takes its ATO status very seriously. If we were ever to lose our ATO status, then every member within Gold Band Taxis would lose their livelihood. For this reason, ***we seek only new members with the highest possible standards***, willing to operate within the full force of the law, as well as ***giving outstanding customer service***.

All taxi operators are required under the Act hold a valid Passenger/Transport Service Licence ("PSL" or "TSL"), which also takes between 6–10 weeks to obtain. An application must be submitted to NZTA. The process involves a police criminal records check. If you have a criminal record, you should consult NZTA for advice. Past criminal records do not lead to automatic rejection of your application, but they can make it harder to obtain.

If you intend to drive the cab yourself, you will have to lodge a P-Endorsement application with NZTA.

- NZTA may take between 6 and 13 weeks to process your P-Endorsement Application. This process also involves a police criminal records check. It is designed to ensure that *only* "fit and proper persons" are allowed to transport members of the public. If you have a criminal record, you should consult NZTA for advice. Past criminal records do not lead to automatic rejection of your application, but they can make it harder to obtain.
- You will also be required to pass the Certificate of Knowledge of Law and Practice test before NZTA will grant your P-Endorsement and allow you to become a taxi driver.

Other, wider, laws also apply to Gold Band Taxi members and drivers, including (by way of example) Drug and Alcohol laws, Health & Safety laws, etc. As a self-employed person, ***it is your duty to understand the full legal framework under which you will be operating, and we advise that you consult a lawyer in regard to your legal responsibilities***.

5. Guiding Documents

In addition to the law, we are governed by our own internal set of guiding documents – the Society’s Constitution, its By-Laws, and its policies and procedures. Copies of these may be obtained, free of charge, by applying to the General Manager.

All drivers and operators must purchase a Driver Manual and attend the Gold Band Taxis Driver Training Course (which includes 2–3 hours of classroom teaching and 6 hours’ of practical driver training). The Driver Manual contains various guiding documents. All members must read them, and are expected to know them fully.

All members and their drivers must operate within the principles outlined in these documents.

6. Management of the Society

The Society’s day-to-day management and administration is undertaken by the General Manager (“GM”), supported by an experienced and enthusiastic staff team. The GM reports to the Board of Directors.

The GM and staff team are also responsible for ensuring that Society members and drivers adhere to the legal and internal frameworks under which we are required to operate. By law, we are required to hold and maintain a Complaints Register. We also choose to keep a Register of Accolades, so that we can reward high performing drivers.

Key Management Contacts

Our General Manager, Graham Moore, started with Gold Band Taxis in July 2010 as the Sales Executive promoting corporate business. Graham showed his worth quickly and as such was promoted to Sales Manager, then Sales and Marketing Manager, to Assistant Manager before being appointed General Manager in May 2016. Graham is a Cantabrian born right here in Christchurch. He has the following management team reporting directly to him:

Mike Heydon	– Quality Control Manager
Linzi Woods	– Technical Services Manager
Debbie Naus	– Office Manager
Lisa Winders	– Sales Consultant

Together with the teams led by these managers, the Society’s office has more than 80 years of collective experience in the taxi industry. The company’s office operates from 31A Mandeville Street, Riccarton, Christchurch.

7. Why we believe that Gold Band Taxis is – and will continue to be – successful

We have a sound and innovative sense of direction, with solid and experienced leadership.

Our elected Board of Directors has significant industry experience and expertise. They operate to propel the organisation forward with future-focused vision and strategy. Our Independent Director brings solid business judgement and governance experience to the organisation, which helps the Board maintain a sound strategic focus, delegating operation matters to the GM and his team.

The Society's Management and staff team together with the Board – and all members and drivers – to deliver exceptional results in the market place, focusing on growing the Society's customer base, future-proofing it against forthcoming trends and threats, and working with members to maximise their income; whilst also supporting the needs of the Society's office, and adhering to the needs of law, By-Laws and internal policies and procedures.

Not content with its market leading position in Christchurch over many years, the Society realises that ongoing foresight, and investment in capital and human resources are needed to maintain and grow its place in a competitive market – for your benefit as a potential future member.

The need to recruit and retain the right people to represent the company across all aspects of our business (including members and drivers) is a vital component of who we are and how we succeed. For this reason, ***Shareholders and Associate Members who engage or employ drivers need to ensure the highest level of competence, honesty, and customer relations skills throughout their own recruitment processes.*** A service-based industry must attract the right people – and every Gold Band drivers is responsible for the rise or fall of the Society's reputation!

The same applies, of course, to the GM in his recruitment and retention of key staff, to help service the needs of members, and to support the growth of each operator's taxi business.

OUR MISSION, VISION & VALUES

OUR MISSION

- We serve the **public** by setting the highest standards of fairness, honesty and customer service.
- We serve our **members** by increasing value and market share.

OUR VISION

- We are the most respected taxi brand in Christchurch and surrounding areas.
- We redefine industry standards by providing a reliable, friendly, customer experience. We believe in our people. Together we lead the way, delivering a seamless, memorable service.
- We increase membership value and market share through excellent delivery. We are flexible – committed to positive change. Growth is inevitable. “We’re going places!”

OUR VALUES

- **Service Excellence**
Our customer (internal and external) always comes first. We offer the best that we can give.
- **Teamwork**
We are not alone – our choices affect others. We will choose what is best for the whole team. Our opportunities flourish when we all pull together in the same direction.
- **Integrity**
We ‘walk the talk’. If we say we will do something, we will do it.
- **Commitment**
We are dedicated to the Gold Band family, and to our customers. People can trust us.
- **Accountability**
We encourage others, not criticise them. We own our actions, knowing that our colleagues look out for our best interests. If we mess up, we will admit it openly and will learn together.
- **Continuous Improvement**
We look for ways to improve who we are and what we do. We challenge the status quo with positive motives, pursuing the best for Gold Band, its customers and its members.

BUSINESS OPPORTUNITIES

Gold Band Taxis offers two membership types/business options, as follows:-

- Shareholder Membership
- Associate Membership

Each Share and each Associate Membership allows you to operate one cab.

Both types of membership have their advantages, depending on the financial and business commitment that you are willing to make. The following provides details on each option:-

Options for joining Gold Band Taxis

All Members

- The Board has sole discretion over whether or not to accept an applicant as a new member of Gold Band Taxis.
- Subject to availability, existing memberships (of both types) may be sold by one member to another – or to a potential new member, on condition that the Board approves the buyer's Application for Membership;
- All members sign an Operator Agreement with Gold Band Taxis, agreeing to abide by our Constitution, Rules, By-Laws, policies, procedures, Mission, Vision and Values.
- All members sign an agreement with TaxiCharge, to lease their mobile Eftpos machines from TaxiCharge (the head office staff will facilitate this process).
- All driver-members must register with the Christchurch International Airport ("CIAL"), to operate at the Airport (a one-off cost of **\$94.78 + GST** = \$109.00, covering you until 30 June 2019). Gold Band Taxis also has an internal, airport-related contract that drivers must sign.
- Any members operating via a limited company, a partnership, or via any other trading entity (i.e. anything other than in their own name), must sign a personal guarantee in favour of the Society.

One-Off Costs

- The price of each Share or Associate Membership is set by the member who is selling it, and may differ. The price of any *new* Shares (if any) or Associate Memberships are set by the Board, and may alter from time to time. (Please ask the office staff for current prices).
- All members must pay for, and will own, the cab's radio and camera (approved models only). Members also pay for the installation of all in-cab and on-cab equipment, including the dispatch system, taxi meter, Eftpos machine, radio, camera, signlight, and all branding (or other) signage required either by the Society or by law.
- Members purchase their own vehicles – which must be of a make and model approved listed on our "pre-approved list", or (for cars not on that list) by special application to the Directors.
- There is a one-off, non-refundable, administration fee for registering your membership with the Society, being **\$260 + GST** = \$299 (payable when you submit your Application Form).

One-Off Costs at Start-Up for all Members	Excluding GST	Including GST
Cost to obtain a Public Service Licence, Area Knowledge Test, P-Endorsement	External cost – varies	External Cost – varies
Cost of the Share (or ‘Franchise’) itself	From current owner – varies	From current owner – varies
Cost of the Vehicle	Varies	Varies
Cost of cab set-up (including purchase of camera and radio; and the installation of the roof aerial, signlight, brand signage, and all other in-cab electronic equipment including the taxi dispatch system)	May vary – but approx. \$3,250 per cab	May vary – but approx. \$3,750 per cab
Cost of in-house Training (including Driver Manual)	\$130.43	\$150.00
CIAL Registration Costs	\$94.78	\$109.00
Application Fee	**\$260.00	**\$299.00
Total	Varies	Varies

****** The Application Fee is payable, in advance, at the time of lodging your application.

Monthly Costs

All Members pay the following costs monthly:-

- Membership fee (the same fee for both Shareholders and Associate Members);
- Lease fee for the in-car dispatch system;
- Lease fee for the Eftpos equipment.

Monthly Costs – Shareholders & Associate Members	Excluding GST	Including GST
Monthly membership fee	\$599.95	\$689.94
Monthly MTData equipment leasing fee (either 8000 series or 4000 series)	\$100.00 or \$130.00	\$115.00 or \$149.50
Monthly Eftpos leasing fee	\$39.95	\$45.94
Monthly Total (depending on MTData model)	\$739.90 or \$769.90	\$850.89 or \$885.39

VEHICLE REQUIREMENTS

(Note: For a full understanding of the vehicle requirements, please ask our reception staff for a copy of the Fleet Vehicles Policy and the In-Vehicle Electronic Equipment Policy. The following are extracts from those two policies):-

Makes & Models

The following makes and models of vehicles have been approved by the Board of Directors for use within the Gold Band Taxis fleet of taxis:

CARS

- **Ford** Falcon / Mondeo
- **Holden** Commodore / Epica / Malibu
- **Toyota** Aurion / Camry / Corolla (*models from 2015 only, including the Station Wagon*) / Prius

VANS

- **Ford** Transit
- **Hyundai** ILoad / IMax
- **Toyota** Estima / Hi Ace / Previa

Other prospective vehicles may be approved by the Board of Directors, as a collective decision, following application in writing to the Board. Any such approvals shall take into account the requirements of our Environmental Sustainability Policy. Please note that the Board's "default position" is not to approve vehicles other than those listed above without good reason, due to its conviction that the Society should offer a standard and consistent vehicle experience to the public, as a strength of our brand.

Approved Vehicle Colours, and Carbon Emissions

- i) All vehicles must be solid white (not metallic-white or pearl-white). The white must be the equivalent to Toyota paint colour code 61 (for NZ new vehicles) or Toyota paint colour code 40 (for Japanese imports).
- ii) No vehicle shall emit more than 250 grams of carbon per kilometre.

Age and Lifespan

- i) Any new vehicle wishing to join the Fleet must pass a pre-inspection by Management before it can enter the Fleet.
- ii) Any vehicle currently operated within the Fleet, and which meets the approved age and lifespan (as set out below), may be transferred to a new or existing Member. However, the vehicle must pass an inspection by Management before re-commencing operations under the transferee's ownership.
- iii) All Fleet vehicles other than total mobility vehicles shall be withdrawn from the Fleet upon attaining 10 calendar years of age.
- iv) All total mobility vehicles shall be withdrawn from the Fleet upon reaching 15 calendar years of age, subject to a rigorous inspection at 10 years of age (as required under contract with ECan), at which time Management may require the Member to make good all body-, paint-, and upholstery-work so as to maintain acceptably high standards
- v) Any vehicle that exits the fleet may only return if it meets the criteria as listed above.

It is the responsibility of the Shareholder or Associate Member to provide proof to satisfy the following criteria, in respect to any vehicle they wish to bring into the Gold Band Taxis fleet.

Alterations to the above

This list and any associated criteria may be subject to change by the Board. Members must obtain Board confirmation, prior to purchase and fit-out, that the vehicle will be acceptable within the fleet. This confirmation may be arranged via the General Manager.

In-Vehicle Equipment

The in-vehicle computerised dispatch equipment, taxi meters and sign lights are owned by the Society. A leasing fee is charged monthly to members for use of this equipment.

The Eftpos equipment is owned by TaxiCharge, with the Society holding a head lease, and on-charging members on a monthly basis.

Cameras and radios are owned by members.

(Note: Only Gold Band approved installers may be used to install equipment and signage. Please check with the General Manager for details).

BECOMING A MEMBER – THE PROCESS

The following are the steps you will need to follow, to become either a Shareholder Member or an Associate Member of Gold Band Taxis:-

- 1) Read this Information Booklet thoroughly.
- 2) If you have never been a Gold Band Taxis driver before, also ask for and read our “New Driver Information Booklet”.
- 3) Advise the GM that you wish to become a member.
- 4) Apply for and pass your Passenger Service Licence (“PSL”) test, and apply to NZTA for a PSL.
- 5) If you intend to be a taxi driver yourself:-
 - a) Apply for and obtain a P-Endorsement on your driver licence. Also sit and pass NZTA’s Area Knowledge Test (see the NZTA website for details on how to arrange this).
 - b) Purchase a Gold Band Taxis Driver manual (available from reception).
 - c) Read it thoroughly, then register with reception to attend our in-house Driver Training course, with associated test (which relies upon information in the Driver Manual).
- 6) Negotiate with an existing member of Gold Band Taxis (whether a Shareholder or an Associate Member) to purchase their share/membership/vehicle/equipment, etc.
- 7) If no current member wishes to sell, you may approach the GM for a price to purchase a new Share / Associate Membership).
- 8) If you decide to operate through a partnership, company or trading trust, then you will need to form & (for a company) register that trading entity. (You will need to sign a Personal Guarantee, to cover Gold Band Taxis for any company or trading entity debts).
- 9) The operating “person” (whether that is you personally, or a separate legal entity) must register for GST. Proof of GST registration must be provided when you submit your Application Form.
- 10) Complete the Membership Application Form in full. Sign and date it, and submit it to the Office Manager (along with payment of the Admin Fee detailed on page 12 of this booklet), together with all of the items listed (under the heading “CHECKLIST – Applicant”), on the back page of this document.
- 11) Upon receipt of your completed Application form a notice will be placed on the office Notice Board (as required by GBT’s Constitution), giving existing members 14 days to comment on and respond to your wish to become a member of GBT.
- 12) The GM will contact you with a time to attend the next Board Meeting (*Note: the Board currently meets on the last Tuesday of each month*). The Board wishes to meet all prospective new members. Your Application will be discussed with you, and you may be asked to answer questions relating to the information you have supplied. The Board will usually make their decision at that meeting, as to whether or not to accept your application.
- 13) Following the Board’s approval of your Membership Application, you must make contact with reception in order to complete all additional administrative and vehicle-associated processes. These will include (but may not be limited to) the items listed on the back page of this document, under the heading “CHECKLIST – Staff Team”.

CONTACT DETAILS

Gold Band Taxis (Christchurch) Society Ltd

31a Mandeville Street
P O Box 7282
Sydenham
CHRISTCHURCH

Administration Phone:	(03) 366 1001
Taxi Orders Phone:	(03) 379 5795
Facsimile:	(03) 353 2048
Email:	admin@golbandtaxis.co.nz
Web:	www.golbandtaxis.co.nz

Board of Directors

Chairman:	Stan Rogers	381 1414 or 027 449 9202
Vice Chairman:	Tony McGlinn	366 9762
Three Other Directors:	John Woods Ram Kodukula Vinod Kumar	
Email:	board@golbandtaxis.co.nz	

Management Team

General Manager	Graham Moore	377 7070
Office Manager	Debbie Naus	353 2046
Technical Services Manager	Linzi Woods	353 2049
Quality Control Manager	Mike Heydon	372 7273
Sales Consultant	Lisa Winders	343 7227

CHECKLIST – Applicant

The following information is required to be attached to the Membership Application Form:

- ☐ Copy of Drivers Licence and ID Card *
- ☐ P-Endorsement must be clearly shown on driver licence *
- ☐ Copy of Passenger Service Licence *
- ☐ Copy of Area Knowledge Certificate for Area 407 *
- ☐ Attendance at in-house training course (date _____) *
- ☐ Copy of in-house Permit Test (open-book) “Pass” certificate *
- ☐ Copy of Assessment of Candidate (6-hour practical) *
- ☐ Details of Company or Partnership (if applicable) *
- ☐ Copy of proof of GST Registration (e.g. a copy of a blank GST return, confirming your number) *

(* = These items, once on file, together constitute a “Gold Band Permit”)

CHECKLIST – Board

- ☐ Date Application Received (date _____)
- ☐ Notice on Gold Band Notice Board – including photo (date _____)
- ☐ Date/Time to meet with Board (date _____)
- ☐ Application Granted by Board? YES/NO (date _____)
- ☐ Agreed Effective Date (date _____)
- ☐ Any conditions attached to the Board’s approval:-

CHECKLIST – Staff Team

- ☐ Admin/Operations/ Tech Services Dept’s informed of approval? (date _____)
- ☐ Date when vehicle has been booked for fit-out (date _____)
- ☐ Fleet Number assigned to cab? (date _____)
- ☐ Copy of Vehicle Registration Papers (date _____)
- ☐ Copy of Commercial Vehicle Insurance policy supplied? (date _____)
- ☐ Signed Automatic payment form (for payment of fees) – received by Admin? (date _____)
- ☐ Bank account details (payment for direct credit payments) – received by Admin? (date _____)
- ☐ TaxiCharge Merchant Application completed? – or confirmation of current number (Note: All new members must process dockets via Gold Band Taxis) (date _____)
- ☐ MT Data & Eftpos Lease agreements signed? (date _____)
- ☐ CIAL Airport Card Application Form received? – or copy of current Airport Access Card/ID Card? (if applicable) (date _____)
- ☐ Operator Agreement prepared and signed? (date _____)
- ☐ Personal Guarantee signed? (for those trading via an entity) (date _____)
- ☐ Copy of Constitution given to new member? (date _____)