



Information Booklet

Membership of Gold Band Taxis

DISCLAIMER

This booklet is produced to help anyone interested in finding out more about possible membership (or other operating types) 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 entering into an operating agreement in Gold Band Taxis.

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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, or online at www.goldbandtaxis.co.nz.

About us

Gold Band Taxis is a market leader in the Christchurch taxi industry, and has been since its commencement in 1929 (and now extending into other areas). 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 on one of the below contacts, if you have any questions that are not answered in this booklet.

Graham Moore

General Manager

DDI 03 377 7070

Mobile 0274 333 064

Email grahammoore@goldbandtaxis.co.nz

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 1974, 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;

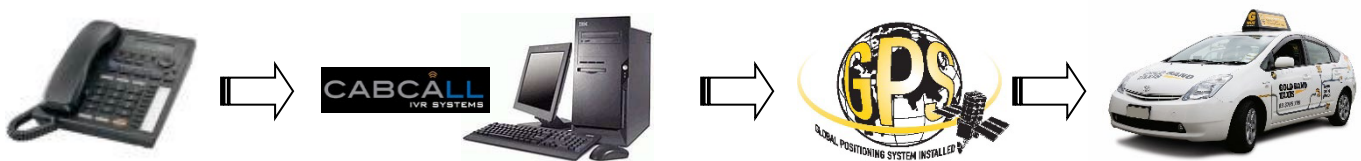
- The first Taxi company with in-house fleet inspectors, constantly checking drivers' uniform standards and car cleanliness – making sure that passengers get a true 'Gold standard' experience with every ride;
- The first south Island taxi company to have reflective fleet signage and markings, improving 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).

3. Unique Features & Benefits of Gold Band Taxis

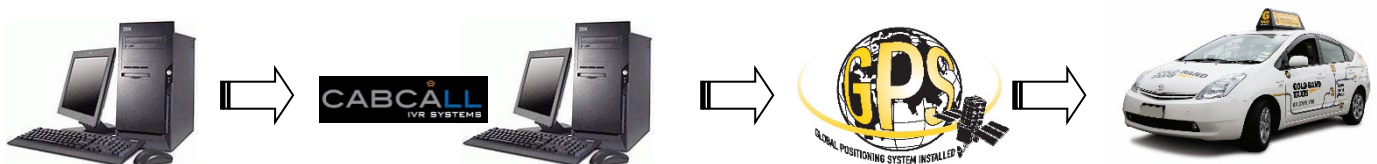
GPS offers real time fleet tracking, which means we know how far away our cars are from a customer awaiting pick-up. GPS is also vital in supporting our drivers if they are ever under threat: we always know exactly where your car is heading, so that we can help to get assistance to you as soon as possible.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



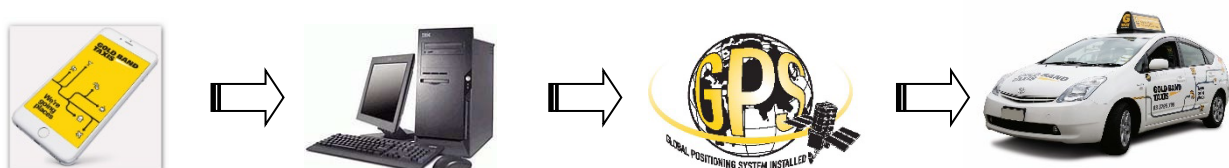
Automated phone booking (managed via the CabCall software), allows very speedy dispatch, reducing waiting times for owners and drivers, particularly on busy evenings. Bookings are sent direct from CabCall to our dispatch system, and from there automatically to our fleet of cabs.



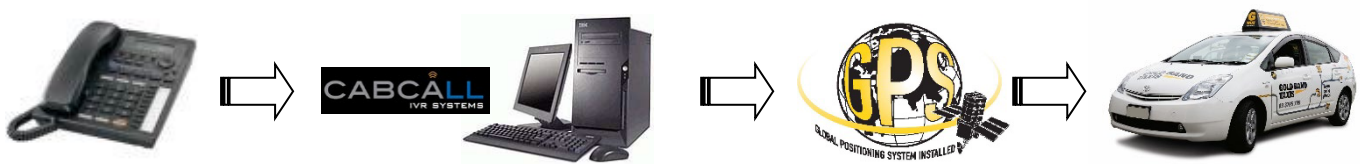
E Cab, our online booking system, allows for speedy online bookings and dispatch. This booking method also reduces waiting times for owners and drivers. Bookings are routed via the CabCall online software straight into our dispatch system, and from there automatically to our fleet.



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.



Pin Number phone booking (managed via the CabCall software), enter a pin number setup by our team to deliver all the booking information to our drivers and administration team. Bookings are sent direct from CabCall to our dispatch system, and from there automatically sent to our fleet of cabs. No queue time, no hassle.



4. 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 three types of membership/operators in Gold Band Taxis: “Shareholder Membership”, “Hail Fleet” and “Flexi-Lease Operator”.

Shareholders own the Society. Every share issued entitles the share owner to operate one cab per share, as does each Flexi Lease Operator Licence and Hail Fleet Operator Licence (subject to the conditions around each operator type).

Hail Fleet and Flexi Lease operators are licenced to operate a cab, but without having any ownership stake in the Society.

All operators must hold an SPSL (Small Passenger 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 plus a commission on merchant activity to the Society, so that it can provide the services that members and drivers need to operate their cabs. The fee charged to Shareholders differs for Hail Fleet and Flexi Lease operators.

(a) Shareholder Membership

At the time of writing, there are 146 Gold Band shares in circulation. Gold Band Taxis is unusual amongst taxi societies, allowing shareholders to own more than one share, and there are approximately 8 multiple share owners within the Society.

Shares offer benefits that operating licences do not receive, as follows:-

- Shareholders are able to vote at General Meetings
- Shareholders 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) Hail Fleet

This is a newer version of an old Gold Band Taxis concept re-released in September of 2017. This operating licence differs from what you will receive if you were to become a Shareholder.

1. 'Hail Fleet' do not receive dispatched work.
2. 'Hail Fleet' pay less (than Shareholders) to join the Society.
3. 'Hail Fleet' may not vote at Members' Meetings.
4. 'Hail Fleet' may not stand "as of right" for a position on the Board of Directors – although they can stand as an independent.
5. 'Hail Fleet' have no right to receive 'dividends'.
6. 'Hail Fleet' will not receive work dispatched from the office however will receive the same office support as the other membership options. As a result their subscription levels are also lower.

(c) Flexi Lease Operator

This is a new opportunity designed to allow full access to all work as a Shareholder does, but with the 30 day notice for exit like the Hail Fleet does.

1. A 'Flexi Lease Operator' pay less fixed fees (than Shareholders) to operate in the Society on a weekly basis.
2. A 'Flexi Lease Operator' pays more commission (than Shareholders) to operate in the Society.
3. 'Flexi Lease Operator'(s) are not shareholders in the Society and therefore may not vote at Members' Meetings.
4. A 'Flexi Lease Operator' may not stand "as of right" for a position on the Board of Directors – although they can stand as an independent.
5. A 'Flexi Lease Operator' has no right to receive 'dividends'.
6. A 'Flexi Lease Operator' will receive work dispatched from the office.
7. A 'Flexi Lease Operator' may exit with 30 days written notice.
8. A 'Flexi Lease Operator' agreement is not transferrable.

5. The Law under which we Operate

While the law no longer requires Small Passenger Service operators to be affiliated with an Approved Taxi Organisation (ATO), there are many reasons why a Small Passenger Service operator will want to remain associated with the Brand that operated the ATO:

1. Our Brand,
2. Market Share,
3. Support,
4. Corporate Business,

5. Events,
6. Technology,
7. Innovation and investment, to name a few.

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 brand and reputation very seriously. Damage to our brand and reputation can affect the livelihoods of every operator under the Gold Band Taxis brand. 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 Small Passenger Service Licence (“SPSL”), which can take between 2–8 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 2 and 13 weeks to process your P-Endorsement Application. This has sped up dramatically since the changes of the 1st October 2017 as there testing is no longer a requirement of the P – Endorsement.
- 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.

Other, wider laws also apply to Gold Band Taxi members and drivers, including (by way of example) Drug and Alcohol laws, Health & Safety laws, Societies 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***.

6. 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 or have access to an e-Book (supplied when signed up to complete the training course) 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.

Please refer to our New Driver Information booklet for accurate prices of training.

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

7. 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 team reporting directly to him:

Linzi Woods – Technical Services Manager

Karen Burnett – Senior Office Administrator

Danni Parkyn – Sales Representative and Administration Support

Tracy Abbott – Administration Support

The Society's office staff alone have in excess of 60 years combined experience within the industry. The company's office operates from Leve 1, 21 Shakespeare Road, Waltham, Chch 8023.

8. 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 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, ***Operators 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 enabling our members to set 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 three membership types/operator options, as follows:-

- Shareholder Membership
- Flexi-Lease Operator
- Hail Fleet Operator

Each Share/operator type allow 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 (excluding Flexi Lease operators who are on-boarded by the General Manager to a maximum level of 20 operators).
- Existing memberships 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 (excluding Hail and Flexi Lease operators who operator non-transferable operator licenses);
- 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 CHC driver-members must register with the Christchurch International Airport ("CIAL"), to operate at the Airport (a one-off cost of **\$60.00 + GST** = \$69.00). Gold Band Taxis also has an internal, airport-related contract that drivers must sign. There is also a small fee paid directly to the airport to obtain an access card.
- 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 is set by the member who is selling it, and may differ (Hail and Flexi options are non-transferable operator Licences). The price of any *new* Shares (if any) 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 camera (approved models only). Members also pay for the installation of all in-cab and on-cab equipment, including the dispatch system, Eftpos machine, 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 Passenger Service Licence/Small Passenger Service Licence, P-Endorsement	External cost – refer NZTA	External cost – refer NZTA
Cost of the Share itself	Market Driven	Market Driven
Cost of the Vehicle	Varies	Varies
Cost of cab set-up (<i>including purchase of a brand-new camera, (second hand equipment is often available); signlight, brand signage, and all other in-cab electronic equipment including the taxi dispatch system</i>).	May vary – but approx. \$1,600 per cab	May vary – but approx. \$1,840 per cab
Cost of in-house Training (including free Driver Manual in e-book version) (includes Airport Registration, ID Card, Black GBT Polo).	\$173.91	\$200.00
Application Fee (if applicable)	\$260.00	\$299.00

Monthly Costs

All Members pay the following costs monthly:

- Membership fee;
- Lease fee for the in-car dispatch system;
- Lease fee for the Eftpos equipment;
- Commission of 4.75% on merchant activity (*excluding Flexi Lease who pay 10.0%*);
- Additional client specific fees charged as used.

CHC Monthly Costs – Shareholders	Excluding GST	Including GST
Monthly membership fee	\$478.26	\$550.00
Monthly Dispatch Equipment Leasing Fee	\$0.00	\$0.00
Monthly Eftpos leasing fee	\$0.00	\$0.00
Monthly Total	\$478.26	\$550.00

CHC Monthly Costs – Hail Fleet	Excluding GST	Including GST
Monthly membership fee	\$191.30	\$220.00
Monthly Eftpos leasing fee	\$0.00	\$0.00
Monthly Total	\$191.30	\$220.00

CHC Monthly Costs – Flexi Lease Operators	Excluding GST	Including GST
WEEKLY Membership fee	\$86.96	\$100.00
WEEKLY Monthly Dispatch Equipment Leasing Fee	\$0	\$0
WEEKLY Eftpos leasing fee	\$0.00	\$0.00
<u>WEEKLY</u> Total	\$86.96	\$100.00

APPROVED VEHICLES

(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 and are subject to change):-

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

- **Toyota** Camry / Corolla (*Including the Station Wagon, excluding Axio*) / Prius
- **VW** Caddy

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. As a minimum requirement, a car new to the fleet must meet the above criteria and be a Hybrid, PHEV, or EV. 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

- All vehicles must be solid 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).
- No vehicle shall emit more than 250 grams of carbon per kilometre.

Age and Lifespan

- Any new vehicle wishing to join the Fleet must pass a pre-inspection by Management before it can enter the Fleet.
- 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.
- Any vehicle entering the Fleet that is older than 6 years of age must have already been operating as a taxi within Christchurch.
- All Fleet vehicles other than total mobility vehicles shall be withdrawn from the Fleet upon attaining 12 calendar years of age.
- 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

vi) 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 other operating licence holder 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 dispatch equipment 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 monthly.

Cameras are owned by members.

BECOMING A MEMBER – THE PROCESS

The following are the steps you will need to follow, to become either a Shareholder Member or licence operator 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 or licence operator.
- 4) Apply for your Small Passenger Service Licence (“SPSL”), via NZTA.
- 5) If you intend to be a taxi driver yourself:-
 - a) Apply for, and obtain a P-Endorsement on your driver licence.
 - b) Purchase a Gold Band Taxis Driver manual (available from reception) or can be supplied free of charge in an e-book.
 - 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 to purchase their share, vehicle, equipment, etc. or check with reception if the Society is tendering any shares.
- 7) If no current member wishes to sell or there is no Tender underway, you may approach the GM for a price to purchase a new Share.
- 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 appropriate Application Form in full. Sign and date it, and submit it to the Office Manager if applicable (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 or operator in GBT.
- 12) The GM will contact you with a time to attend the next Board Meeting (*Note: the Board currently meets on the last Thursday of each month*). The Board wishes to meet all prospective new members however this is done via conference call for our out of CHC fleets. 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
Level 1, 21 Shakespeare Road, Waltham, CHRISTCHURCH 8023

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

Board of Directors

Chairman: Ram Kodukula (Permit Director)

Other Directors: Stan Gane (Vice Chairman)
Stan Rogers (Fleet Director)
Sachin Kalra (Director)
Gurbhej Singh (Director)

Email: board@golbandtaxis.co.nz

Office Team

General Manager	Graham Moore	377 7070 or 0274 333 064
Senior Office Administrator	Karen Burnett	366 1001
Technical Services Manager	Linzi Woods	366 1001 or 027 221 5474
Sales Representative	Danni Parkyn	366 1001 or 022 499 1795
Admin Support	Tracy Abbott	366 1001

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 Small Passenger Service Licence *
- ☐ 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 _____)
- ☐ ECan/Total Mobility NZTA Training Completed/Date assigned? (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 _____)
- ☐ MTi & 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 _____)