



TNT Australia Pty Limited

Human Resources
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TNT Express

Sub-contractor Owner Driver Information Sheet

Prior to any offer of employment as an Owner Driver Subcontractor, TNT will require the following documents from all successful candidates:

100 Point ID

This must include 1 x primary ID which can be your passport, birth certificate or Australian Citizenship. Please note, that if your passport is not Australian, it can still be accepted, but is not equivalent to 70 points, it counts as 25 points. You will be required to make up the 100 points with other documents, which can include 1 x secondary ID – your Driver's Licence which = 40 points, plus 2 more documents worth 25 points. These can include Medicare Card, a Bankcard, a Utilities Bill etc. eg.

| | |
|-------------------------------|-------------|
| Foregin Passport | = 25 points |
| Victorian Driver's Licence | = 40 points |
| Medicare Card | = 25 points |
| Utilities Bill – with address | = 25 points |

Criminal History Check

All new TNT employees, including Subcontractors will be required to have a criminal history clearance. These forms will be provided to you on application and must be signed - only originals of these forms can be accepted. Please note your address on the form must be on at least one of the documents provided in your 100 point ID above.

Transport Authority Driving History – last 5 years

You can get this from your appropriate state roads or transit authority (eg RTA in NSW, Vic Roads in Victoria etc.). Only the last 5 years of driving history needs to be provided.

Vehicle Requirements – If you own your vehicle

Your vehicle must be brought in to TNT for inspection by the Line Manager. Your vehicle must be of the appropriate holding capacity, be clean and tidy, white with no signage and must not be too old.

For vehicle owners you must provide the following documents:

- Vehicle Registration Certificate – with proof of payment
- Comprehensive Motor Vehicle Insurance – this must match the registration of the vehicle

Vehicle Requirements – if you are leasing a vehicle

Leased vehicles are accepted for a short term, no more than 3 months – at the expiry of 3 months you will be required to consider purchasing a vehicle if you want to continue your contract with TNT. You will also be required to provide TNT with a copy of the Lease Agreement, which can be submitted on your first day. You will however, be required to provide TNT with a description, make, model and year of the vehicle you intend to lease, prior to starting.

For vehicles leased you must provide the following documents:

- Lease Agreement for the duration of 3 months – accepted on the first day

Business Documents

Your business documents must include the following:

- ABN Certificate - Australian Business Number (ABN)
- Trading as Pty Ltd – Sole Traders are not accepted. The Driver of the vehicle, must also be a Director of the Pty Ltd business trading under the ABN number.
- You must also be registered for GST.

Insurances

You must have, with no exceptions, certificates of currency for the following insurances:

- Public Liability Insurance – to the value of \$10 million per incident
- Marine Cargo Insurance – to the value of \$500k per incident
- Workers Compensation Insurance
- Comprehensive Motor Vehicle Insurance – as mentioned above

Finally, please note unpaid invoices or certificates of currency, quotes or expired documents will not be accepted. Thank you.