

Australian Government

Department of Infrastructure, Transport, Regional Development, Communications and the Arts



ROVER guide: How to add a RAV submitter to a vehicle type approval holder

September 2024

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Adding a RAV submitter to a vehicle type approval holder

A company or individual that has been granted a vehicle type approval may authorise someone to submit vehicles to the Register of Approved Vehicles (RAV) via the email submission method on their behalf.

How to add a RAV submitter

Before you can authorise yourself or someone else to enter vehicles on the RAV for a vehicle type approval holder, you will need <u>authority to act</u> on behalf of the company or individual with the **Account Admin** feature. If you do not have an authority to act, you will need to <u>set one up</u>.

Step 1.

Sign in to <u>ROVER.</u> Then click on the Authority to act icon at the top of the page to go to the Authority to Act page.



Step 2.

On the **Authority to Act** page, go to the **My current authorities** list. Then click on the **Name** of the company or individual you want to authorise (yourself or someone else) to be a RAV submitter for. This will open the organisation's **Account** page.

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Record Authority	Applications Approvals	Payments Recalls		Authority to act	Profile	Enquiry	Published lists	
Authority to Act Name T	End by	Start by	Function	Leve		~		Filter
<u>⊞ My current autho</u>	offlies -	Level	Functions		2	<u>Start Date</u>	End Date ↓	
Company Name		Standard access	RAV Submission, RAV Manage Admin, Applications, Approvals RAV Submission, RAV Manage Admin, Applications, Approvals	ement, Non-Compliance , Recalls ement, Non-Compliance , Recalls	e, Account 0	04/09/2024	04/09/2026	0

Step 3.

On the organisation's **Account Details** page, click on **RAV Submitters** in the application menu on the left-hand side. This will open the organisation's **RAV Submitters** page.

*	Autoritatio Constraint Particular of Editation Particular Particular Of Editation Particular Particular Of Editation Particular Particular Of Particular Of Particular Particular Of Particular Particul	Account Details	٢
4	Company Name	Details	
		Legal Entity Name" Company Name	
	Account details	Entity Identification Number	
	Authorities to Act	Country of Incorporation	
	Approvals	Australia - Country	
	RAV Submitters Tokens	Primary Contact Information	

Step 4.

On the RAV submitters page, click on the blue Add RAV Submitter button to open a mini-form.

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Company Name	RAV Org ID RAV000000					
Account details Payment and billing details Authorities to Act	RAV Submitters				Add RAV Su	bmitter
Applications Approvals RAV Submitters	<u>First Name</u> ↑ John	<u>Last Name</u> Doe	Email John.Doe@CompanyName.com	<u>Phone</u> +61 1234 5678	Submitter ID RS0000002	•

Step 5.

In the mini-form, enter the details of the person you want to add as a RAV submitter. Then, read the declaration and click the tick box to agree to and sign the declaration. Then click the **Submit** button to save and close the mini-form.

When you submit the mini-form, the new RAV submitter will appear in the **Pre-approved RAV submitter** list on the **RAV Submitters** page.

Add RAV	Submitter	:
	First Name	
	Last Name	
	Email*	
	Phone	
De	eclaration	
l, k on	being the applicant for an approval, the approval holder, or a person authorised to make this declaration In behalf of the applicant or approval holder, declare that:	
-	I am responsible for all records submitted to the RAV by each submitter nominated, including for the accuracy and timing of these records.*	
	Submit	

Further details

For further information, please visit the department's website or submit an online enquiry.

Quick links

- ROVER guide: Authority to act
- <u>Guide to the RAV for vehicle type approval holders</u>