



## Instructions to complete your MyFuel NT Registration Form

### FUEL RETAILER

#### Question 1

The Fuel Retailer is the legal entity (commonly a company, partnership or sole trader) that carries on the business of selling fuel at the service station and is responsible for setting retail fuel prices.

Example 1: If the service station is managed for a fuel company which sets the retail fuel prices, insert the registered company name of the fuel company.

Example 2: For independent operators who set their own retail fuel prices, insert the company, partnership or sole trader name as registered with the Australian Securities & Investment Commission (ASIC), e.g. "Fuel Retailer Pty Ltd", "Joe Bloggs and Flo Bloggs" or "Joe Bloggs".

#### Question 2

An Australian Business Number (ABN) is a unique 11-digit number issued by the Australian Business Register which is operated by the Australian Taxation Office.

#### Question 3

An Australian Company Number (ACN) is the unique nine-digit number issued by ASIC when a company is registered.

#### Question 4

Insert the Fuel Retailer's '**Business name**' as formally registered with the Australian Securities & Investment Commission (ASIC).

Example: Company 'Fuel Retailer Pty Ltd' operates under the registered business name "Fuels R Us" the name "Fuels R Us" is the business name.

#### Question 5

If your business has a '**Trading Name**' displayed on the Australian Business Register, please enter it. A Trading Name is NOT a registered Business Name and since 28 May 2012, the ABR no longer collects or updates Trading Names. Accordingly, unless you have operated under a Trading Name which is displayed by the ABR you should mark this question N/A (not applicable).

#### Question 6

Enter details of the primary contact person for the service station. The nominated primary contact person will be given administration access to the MyFuel NT website, which will enable them to add service station operators or managers (such as the person at Question 13). The primary contact person will also be able to report fuel prices and update fuel outlet details.

### SERVICE STATION

#### Question 7

The service station name provided in answer to this question will be listed on the MyFuel NT website and appear on the map which will help consumers locate and navigate to your service station when selected.

#### Question 8

Complete if the service station has a Business Name registered with ASIC that is different to the names provided in Question 1 and/or 7.

#### Question 9

If your business has a Trading Name registered with ASIC and which is different to the one provided under Question 5, the Trading Name is required.

#### Question 10

Enter the physical address of the service station. This address will appear on a map within the MyFuel NT website which will help consumers locate and navigate to your service station when selected.

#### Question 11

Insert the trading hours of your service station, e.g. Monday—Friday 9am—10pm. This information will appear on your service station listing on the MyFuel NT website.

**Question 12**

If you have a website, please provide the URL, e.g. "www.fuelsrus.com.au". This information will be displayed on the MyFuel NT website, providing you with an opportunity to inform customers of the services available at your service station.

**Question 13**

If different to Question 6, add the contact person for the service station. If you wish for this person to have access to the MyFuel NT website, the person nominated as the Primary Contact will be granted Fuel Outlet Administration rights once the registration process is completed, and will have the ability to add staff members.

**Question 14**

Tick the appropriate box for the brand of fuel that is offered for sale at the service station. If you are an independent fuel retailer, you may also identify the contractor from whom you purchase your fuel.

**Question 15**

This question ensures that the brand you nominate is represented correctly on the MyFuel NT website. If your service station is branded differently to the brand provided in Question 14, you must complete this section. For example you may be supplied fuel by a particular fuel company but wish to be identified as Independent rather than aligned with the fuel brand, if so please specify Independent in answer to this question or alternately the fuel brand you wish to nominate.

**Question 16**

Only mark the type of fuel currently available at your service station, as this information will be displayed on the MyFuel NT website. If at a later date you add or remove a fuel type for retail sale at your service station, the nominated Manager will be required to update this information in the MyFuel NT Fuel Outlet Administration Portal.

### Frequently Asked Questions

**◆ Why do I need to register?**

Amendments to Part 11 of the *Consumer Affairs and Fair Trading Act* and new Consumer Affairs and Fair Trading (Fuel Retailers) Regulations 2017 require that all Fuel Retailers in the Territory must register for MyFuel NT and start reporting fuel prices from 1 November 2017.

**◆ When do I need to register?**

It is compulsory for all Fuel Retailers to be registered for MyFuel NT, and to report fuel prices from then onwards. It is in your interest to register as soon as possible in order to avoid non-compliance with the MyFuel NT scheme.

**◆ What happens if I need a new form?**

If you make a mistake on your Registration Form, you can print another one from the NT Consumer Affairs website, [here](#).

**◆ What will happen once I have submitted my Registration Form?**

Consumer Affairs will send you an email within 3-5 business days acknowledging receipt of your registration.

**◆ How will I know once I am registered?**

Once the registration process is complete, the Primary Contact Person identified in Question 6 will receive an email confirming the registration process and providing access details to the MyFuel NT website.

**◆ Does the MyFuel NT scheme involve penalties?**

Penalties apply under the legislation if Fuel Retailers:

- Do not register for the MyFuel NT Scheme; (Current maximum penalty \$16,200)
- Do not report fuel prices as required by the MyFuel NT scheme; (Current maximum penalty \$16,200)
- Offers fuel for retail sale at a price other than the reported price. ; (Current maximum penalty \$16,200).

**◆ When do I report my fuel price?**

Fuel prices should be reported once you have access to MyFuel NT. After that, update the fuel prices if and when they change in real-time, i.e. at the date and time the change in price is effective. You must also report if a fuel type becomes unavailable for sale temporarily eg out of stock.

**If you need any assistance please contact NT Consumer Affairs on 1800 019 319 or 08 8999 1999.**