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MEMORANDUM

To: State Secretaries
From: Max Laybutt – National Treasurer
Date: 28th July 2009 **Pages:** 3
Re: **SMARTCARD – New Licence**

Hi, all,

Well it is all now done and dusted, Licence renewal, and application on line through our website after Thursday 30th July 2009. Details following.

I have requested BAM to prepare a press release and I intend to run an article in the Kart Magazine.

Your assistance in getting the news of ALL your members will assist us all in making it happen.

Thanks for your feedback.

Kind regards,
National Treasurer



For a New Licence:

This person can complete the application form by going to the AKA website www.karting.net.au and selecting 'Apply for Licence' from the top right-hand corner of the screen.

They complete the application form step by step, include their photo if they can. They print out the final page which has a reference number A ?????? and the documents that they need to provide. i.e Photo, Copy of birth certificate if under 18, medical if over 60 years and letter from their doctor if they have ticked a yes in the medical declaration. All the other paperwork has been completed during their application process.

They then bring this along to the club of their choice with the required documents. The club licence secretary.

1. puts in the A????? Reference number and selects the 'Licence Applicants' radio button.
2. The details entered by the driver are returned by the system and displayed.
3. The club licence secretary completes the 'Office use only section'. You can also change any of the details supplied by the driver. The payment details record how you are going to forward payment to the state office. Make sure you select the 'Information verified, issue temporary licence'. If you don't, the application will stay on hold.
4. After pressing 'next' the temporary licence will be displayed. Print this, sign it and give it to the driver. This is the equivalent of the 'pink' slip.
5. Forward payment, and any documentation provided by the driver to the state office.
6. You will be notified by email when the state has completed the processing (if you have registered an email address with the system for the club licence secretary via 'Maintain Club Reference Data' function from the Club Home Page). The driver will also be notified.

A licence Renewal

This person can log onto <http://app.austkarting.com.au/aka/member>. A link will be added to the karting.net.au site at some stage.

Once they have logged on they can select 'Request Licence Renewal'. They complete the forms, including medical questionnaire. They enter how they wish to pay for the licence (credit card, direct debit, etc). If paying by cheque, cash or money order, they will need to forward payment to the state office.

If required, they will need to forward to the state office over 60 years medical report, a letter from their doctor if they have ticked a yes in the medical declaration, or a signature from parent if under 18.

The licence will not be processed until paperwork and payment has been received.

If the driver is over 18 with no medical conditions, there is nothing to forward. It is all electronic.

The club licence secretary plays no part in the above steps. The driver MUST also be a member of a club for the renewal to be processed by the state office. When they pay you for the club membership, you must update the drivers club membership expiry date – that's all. Do this by logging on, selecting the driver and then selecting 'Update Club Membership'. Enter the new expiry date.

The club licence secretary still has the ability to request the licence renewal if they wish. So a driver can approach you directly as they currently do. It's up to you whether you accept this form of renewal.