



Federation of Historic Motoring Clubs

S. A. Incorporated

PO Box 703 Plympton S.A. 5038

Ph: 0417 847 944

www.fhmcsa.org.au

Founded 1971

REVISED PROCEEDURE EFFECTIVE AS OF 1st JANUARY 2016

Please destroy previous copy

LOG BOOK ISSUE & LOG BOOK RETURN PROCEDURE FOR BOTH MANUAL AND ELECTRONIC REPORTING

1. This procedure is issued to Clubs that are recognised under Motor Vehicle (Conditional Registration-Recognition of Motor Vehicle Clubs) Notice 2012: Schedule 1 of the Motor Vehicles Act 1959, and is to be read in conjunction with the Code of Practice issued by the Registrar of Motor Vehicles, Department of Planning Transport and Infrastructure effective 1 July 2012.
2. The Federation of Historic Motoring Clubs SA Inc (the Federation) is the only body that is authorised to issue Log Books in accordance with Regulation 16 (2)(b) of the Motor Vehicles Regulations 2010 in regard to conditionally registered vehicles prescribed under Section 25 of the Motor Vehicles Act 1959.
3. Clubs that are recognised by a SA Government Gazette Notice cited as the Motor Vehicle (Conditional Registration-Recognition of Motor Vehicle Clubs) Notice 2012 are the only clubs that are authorised to issue log books to its members.
4. All log book requests from recognised clubs, *whether affiliated with the Federation or not are to be forwarded on the Log Book Order Form showing Club Letterhead, to the Federation of Historic Motoring Clubs SA Inc P O Box 703 Plympton SA 5038* marked for the attention of the Log Book Manager, together with the fee applying at the time.
5. The current fee for a log book is \$2 for a Federation affiliated recognised club and \$5 for a non-affiliated recognised club.
6. The recognised club must account for all log books issued by that club to its members in the form of a Log Book Return Sheet. This form is available in Microsoft Excel format on the Federation's web site at www.fhmcsa.org.au and samples of the Log Book Return Sheet and Log Book Order Form are attached to this notice.
7. **LOG BOOK RETURN SHEETS***

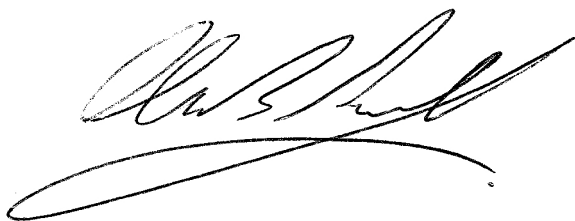
A log book return sheet shall comprise of consecutive log book numbers with each log book being acquitted against a member of that recognised club showing the following information:

- Log Book Number
- Date issued to Club Member
- Surname of Club Member/if in joint names only one of the names required
- Residential Address, (Suburb or Town) only required
- Make of Vehicle
- Model of Vehicle
- Body Type
- Year of Manufacture - Do not abbreviate year of manufacture eg show 1965 not 65.

- Engine Number
- Registration Number In format AA595S, RDF214 i.e. no spaces or dashes

* Please use UPPER CASE (CAPITALS) on the Return Sheet,

8. The Log Book Return Sheet showing issues of Log Books to members is only required by the Federation ***ONCE***. The Federation does not require clubs to advise of any subsequent replacement, or cancellation of original Log Books.
9. A log book return sheet can be submitted electronically (preferred method) in *Microsoft Excel Spreadsheet format* to the Federation *at any time*. Sheets may be continuous and not restricted to the format of 10 Log Books per sheet. Please commence a new Log Book Return Sheet at the start of each new series of log books purchased.
10. If Log Book return sheets in electronic format are forwarded to *treasurer@fhmcsa.org.au*, then it is **NO LONGER NECESSARY** to forward a printed copy to the Federation. Please ensure the return sheet is in Excel Spreadsheet format for transfer to the database held by the Federation. *Do not use any other format eg word, jpeg or pdf files.*
11. If clubs use hand written return sheets as per sample attached, please submit them to the Federation at P O Box 703 Plympton SA 5038 at completion or *as soon as practicable* on purchase of the next order of Log Books. Commence a new Log Book Return Sheet at the start of each new series of log books purchased. Please ensure that Log Books reported on a Log Book Return Sheet are kept in numerical order.
12. If a club submits its returns on a continuing basis as in paras 10 & 11 above, then its responsibilities as directed in the Code of Practice regarding annual returns is fulfilled, in other words the club is not required to re-send returns annually.
13. Log Books issued to a club member remain the property of the club member and should not be recalled or filed by clubs on expiry of the log book.
14. If a Log Book is spoilt by an Authorised Officer prior to issue, the Authorised Officer is to cancel the Log Book, mark the Log Book Return Sheet and Log Book accordingly and retain the Log Book in club records as evidence of cancellation for later presentation to an auditor. ***DO NOT DESTROY THE LOG BOOK***. The Federation recommends that clubs retain log book documents for seven (7) years from the date of the last endorsement on that document.
15. The use of the electronic method of preparation and notification by Log Book Returns considerably enhances the process of accounting for log books issued to your members and is actively encouraged for all clubs to adopt.



Alan Pickering
Secretary

To: Federation Log Book Manager
P O Box 703
Plympton SA 5038

CONDITIONAL VEHICLE REGISTRATION SYSTEM LOG BOOK ORDER FORM

Club Name:.....

Contact Name:.....Phone Number:.....

Number of Log Books required for Federation Member Club @ \$2ea,

or Non Federation @ \$5ea,

- Our cheque No:.....for \$.....enclosed, or
- Payment by EFT details BSB 105-900 A/c No 954046040 Paid on (date).....

DELIVERT DETAILS:

1. Please post to (a) Club Address as above, or

(b) Name.....

Address.....

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2. The Club will collect when available

Name of person authorised to collect.....

Contact Phone Number.....

Collection Address.....on.....

(by arrangement with Log Book Manager only)

(Log Book Manager use only)

Order received.....Delivered/Posted.....

Log Book Numbers.....to.....issued. Receipt Number.....

Collected on.....by.....Signature.....