



OFFICE USE ONLY
Application No.
L E No.

Property, Stock and Business Agents Act 2002
Application for a Licence - CORPORATION

LICENCE FEE: \$453.00 - applicable from 1 July 2011 to 30 June 2012
(GST exempt, includes a non refundable processing component)

Make your cheque or money order payable to NSW Fair Trading.

Note

It is an offence for the applicant corporation to act as or carry on the business of an agent under the Property, Stock & Business Agents Act 2002 while this application for a corporation licence is being processed and prior to it being granted.

Please allow up to six weeks for the processing of this application.

Forward the completed application, required documentation and your cheque or money order to:

Property Services Licensing
NSW Fair Trading
PO Box Q164
QVB Post Shop
SYDNEY NSW 1230

or

lodge in person at any Fair Trading Centre.

Office hours: 8:30 am - 5:00 pm Monday – Friday
For the location of your nearest Fair Trading Centre
call 13 32 20 or log on to www.fairtrading.nsw.gov.au

For any enquiries regarding this application contact the Property Services Licensing Unit:-
Tel: (02) 9619 8799 Fax: (02) 9372 9060 TTY 02 9372 9085

1. APPLICANT DETAILS

Name of corporation:
Australian Company Number (A C N):
Corporation's postal address:
Postcode:
Telephone No: Facsimile No:
Email Address (if any):

2. PREVIOUS LICENCE PARTICULARS

Has the corporation held a licence under the Property, Stock and Business Agents Act 1941 or under the Property, Stock and Business Agents Act 2002?

YES [] NO []

If YES, provide licence number:

3. DETAILS OF DIRECTOR(S) / SECRETARY

Provide the following particulars for each director and/or secretary of the applicant corporation. If there is insufficient space, please provide the particulars of each additional director or secretary on a separate sheet of paper.

Any discrepancies between the directors / secretaries listed in this application and those recorded by the Australian Securities and Investments Commission for the applicant corporation will delay the processing of this application.

Director 1:

Surname: _____ Given Names: _____

Other names the director is, or has been known by (if any, including maiden name): _____

Date of Birth: _____ Place of Birth: _____

Licence No. held under the *Property, Stock & Business Agents Act 2002*: _____

Residential Address: _____

Postcode: _____

Director 2:

Surname: _____ Given Names: _____

Other names the director is, or has been known by (if any, including maiden name): _____

Date of Birth: _____ Place of Birth: _____

Licence No. held under the *Property, Stock & Business Agents Act 2002* (if applicable): _____

Residential Address: _____

Postcode: _____

Secretary (if applicable):

Surname: _____ Given Names: _____

Other names the secretary is, or has been known by (if any, including maiden name): _____

Date of Birth: _____ Place of Birth: _____

Licence No. held under the *Property, Stock & Business Agents Act 2002* (if applicable): _____

Residential Address: _____

Postcode: _____

Note: At least one director must be licensed under the *Property, Stock and Business Agents Act 2002*.

4. IDENTIFICATION REQUIREMENTS

Any person nominated in this application who does not reside in New South Wales, must provide the following:

- evidence of his/her identity – this must be a clearly legible copy of his/her driver’s licence or passport; and
- a National Police Check that has been issued within the last 6 months, detailing any criminal history that may be recorded against his/her name and any other names that person has been known by.

5. BUSINESS DETAILS

Business Address (*must be a street address*): _____

Postcode: _____

Telephone No: _____ Mobile No: _____ Facsimile No: _____

NSW Business Name (if any): _____

NSW Business Name Registration No: _____

Declaration by nominated Licensee-in-Charge

Surname: _____ Given Names: _____

Licence No. of Licensee-in-Charge: _____

I declare that I am (delete whichever is not applicable)

a) not the Licensee-in-Charge of any other corporation;

OR

b) presently the Licensee-in-Charge of _____ and undertake to resign as Licensee-in-Charge of that corporation prior to the issue of the licence for which this application is being made.

Signature of nominated Licensee-in-ChargeDate:.....

NOTE:

A licensee MUST have a registered office in New South Wales. If however a licensee carries on the business of an agent pursuant to a licence or other authorisation under the laws of another State at an office that is within 50 kilometres of New South Wales, then the licensee may have their registered office at the interstate office (even though it is not in New South Wales).

The address nominated above at which the applicant corporation proposes to carry on business will be taken to be the registered office of the licensee. If the applicant corporation intends to carry on business at more than one location the address nominated above will be taken to be the principal place of business and registered office of the applicant corporation, for the purposes of the *Property, Stock and Business Agents Act 2002*, when licensed.

Please provide details of each additional business address (including nominated licensee in charge) on a separate sheet of paper.

6. PARTNERSHIP DETAILS

Individual Partners

If the applicant corporation intends to carry on business in partnership with an individual, provide particulars of the individual below.

Surname: _____ Given Names: _____

Other names partner is, or has been known by (if any, including maiden name): _____

Date of Birth: _____ Place of Birth: _____

Licence No. of partner held under the *Property, Stock & Business Agents Act 2002*, if any: _____

Residential Address: _____

Postcode: _____

Provide particulars of any additional partners on a separate sheet of paper.

Corporation Partners

If the applicant corporation intends to carry on business in partnership with another corporation, that corporation must be licensed under the *Property, Stock & Business Agents Act 2002*. Please provide details below.

Name of Corporation: _____

Australian Company Number (A C N): _____

Corporation Licence No: _____

Licence No. of licensee-in-charge of corporation: _____

Provide particulars of any additional partners on a separate sheet of paper.

7. DISCLOSURE QUESTIONS

If you answer Yes to any of the following questions, please provide full details on a separate sheet.

1. Has any director or person concerned with the management of the applicant corporation:

- | | | |
|---|------------------------------|-----------------------------|
| a) been convicted in NSW or elsewhere of ANY offence that was recorded in the last 10 years? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b) been convicted in the last 5 years of an offence of licence or certificate lending under this Act or licence lending under the repealed Act? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c) in the preceding 3 years, been an undischarged bankrupt or applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with his/her creditors or made an assignment of his/her remuneration for their benefit? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d) in the preceding 3 years been a director or person concerned in the management of any externally-administered body corporate (within the meaning of the Corporations Act 2001)?
<i>If Yes, provide relevant company names and Australian Company Numbers (ACN).</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| e) in the preceding 3 years ceased to be a director or person concerned in the management of a corporation that became an externally-administered body corporate within 12 months of the date they ceased?
<i>If Yes, provide relevant company names and Australian Company Numbers (ACN).</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

7. DISCLOSURE QUESTIONS continued

2. Is any director or person concerned with the management of the applicant corporation currently:
- a) an undischarged bankrupt? Yes No
- b) a director or person concerned in the management of any externally-administered body corporate (within the meaning of the Corporations Act 2001)?
If Yes, provide relevant company names and Australian Company Numbers (ACN). Yes No
3. Is the applicant corporation or any director or person concerned with the management of the applicant corporation:
- a) disqualified from holding a licence, certificate of registration, permit or other authority under legislation administered by the Minister for Fair Trading or under a corresponding law? Yes No
- b) the holder of a licence, certificate of registration, permit or other authority that is suspended under legislation administered by the Minister for Fair Trading or under a corresponding law? Yes No
- c) owe a monetary penalty payable in relation to disciplinary proceedings or failed to comply with a direction given by the Director General under the Act? Yes No
4. Does the applicant corporation or any director or person concerned with the management of the applicant corporation:
- a) owe an amount to the Crown for the recovery of payments from the Compensation Fund? Yes No
5. Is the applicant corporation the subject of a winding up order or the appointment of a controller or administrator? Yes No

8. DECLARATION BY APPLICANT

I, on behalf of the applicant corporation, apply for the grant of a licence under the *Property, Stock and Business Agents Act 2002* and certify that the particulars specified in this application and all attachments are, to the best of my knowledge, true and correct in every detail.

Statement under the Privacy and Personal Information Protection Act 1998.

The applicant for this licence:

1. authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicant's initial and ongoing eligibility to hold this licence;
2. acknowledges that information will be placed on a register open to the public in accordance with the *Property, Stock and Business Agents Act 2002*;
3. accepts that failure to supply information required on this application form may delay the processing of the application and;
4. has a right to seek access to and correction of information supplied.

Note: It is an offence under the Crimes Act 1900 to make a false or misleading statement in this document. The maximum penalty is imprisonment for two years or a fine of up to \$22,000 or both.

Signature of Director: _____ Date: _____

Full Name: _____