

Division 1 – Conducting Business as a Company Application for Licence Form 2018-2019



Type of Licence being applied for (*tick one only*)

Real Estate Agent
 Property Manager
 General Auctioneer

Details of Applicant

Name of Applicant:

ACN/ABN:

Business Name (*if applicable*)

Details of authorised place of business

Address:

Suburb:

State:

Postcode:

Business phone:

Business Fax:

Contact Email:

Postal Address:

Company Directors

The name and address of each director must be included with this application (see application notes for further information)

At least one of the Company Directors must hold a licence, name that Director below:

Surname:

Given Name(s)

Property Agent in effective and nominated control

Surname:

Given Names(s)

Address:

Suburb:

State:

Postcode:

Telephone:

mobile:

Email:

I acknowledge that I am the Licensed Property Agent who is in effective and nominated control of this entity:

Signature _____

Date

Professional Indemnity Insurance

PI Insurance Provider:

Policy Number:

Policy Details:

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Disclosures *(Please answer the following questions about the entity and the company directors)*

1. Have any of the directors ever been convicted of, or found guilty of ANY offences anywhere? Yes No
(excludes traffic offences)
2. Are any of the directors presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention? Yes No
3. Have any of the directors ever been disqualified from holding a licence/registration by any occupational licensing Board, Agency, other Departments or authorities anywhere? Yes No
4. Have any of the directors had any occupational licence/registration or application refused, cancelled or suspended? Yes No
5. Has the entity or any director ever been known by any other name? Yes No
6. Are any of the directors undischarged bankrupt or made a composition or arrangement with creditors? Yes No

If the answer to any of the above items was "yes", full details must be provided on a separate attached sheet of paper.

Statutory Declaration under the *Oaths Act 2001* by the Property Agent in effective and nominated control

I, _____ of:
(full name) *(address)*

Do solemnly and sincerely declare that:

1. All statements and information contained in and with this application are true and correct to the best of my knowledge;
2. I have read and understood the information contained in this application; and I further state that:
3. I know that it is an offence to make a declaration that is false in any material particular;
4. I authorise the Property Agents Board to make any enquiries and to receive and disclose any information relevant to this application;
5. I acknowledge that specific information will be placed on a public register in accordance with the *Property Agents and Land Transactions Act 2016*;
6. The company is solvent and is able to pay its debts as they fall due for payment;
7. I confirm I understand the duties and obligations imposed on myself under the *Property Agents and Land Transactions Act 2016*, *Property Agents and Land Transaction Regulations 2017* and *Code of Conduct*.
8. I accept that failure to supply information required on this application form may delay the processing of the application.

This declaration is made at: *(location)*

on: *(date)*

Signature _____

Before me: *(Print name of witness)*

Witness' signature _____

Qualification of witness *(see over for list of authorised persons)*

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Application Notes

This application should be used for a company to conduct business as a real estate agent, property manager or general auctioneer. It should be completed and signed by the property agent in effective and nominated control.

Business Name

An applicant who intends to carry on business under a business name must have that business named registered under the *Business Names Registration Act 2011* with the Australian Securities and Investment Commission (ASIC). For information about business name registration requirements visit: www.asic.gov.au

Company Directors

Section 30(2) for real estate agents, Section 31(2) for property managers and Section 32(2) for general auctioneers provide that the name and address of each of the directors is to be named in the Register. Please provide a current copy of the ASIC form showing the Company Directors.

Fees

A non-refundable assessment fee is payable with the lodgement of this application.

A licence fee is also payable with the lodgement of this application.

A list of current fees is available on the Board website: www.propertyagentsboard.com.au

The Board accepts payment by cheque, cash, EFT (*payment by Credit Card or EFTPOS is unavailable*)

Lodgement options

Post	e-mail	Fax
Property Agents Board Level 1, 15 Victoria Street Hobart Tas 7000	board@propertyagentsboard.com.au	03 6281 3477

Payment Details

Bank Account	CBA
BSB	067 002
Account No.	0011 0109
Reference	Company Name

Cheques make payable to the Property Agents Board

Professional Indemnity Insurance

Section 131 of the Act provides that certain property agents are to have professional indemnity insurance. For current details of PI insurance requirements please refer to the Board's website.

Checklist (*Prior to submitting this application, please ensure you have provided the following:*)

Copy of Business Name Registration (ASIC) – <i>if applicable</i>	<input type="checkbox"/>
Copy of Company Directors (ASIC)	<input type="checkbox"/>
Copy of Company Registration (ASIC)	<input type="checkbox"/>
Copy of Franchise agreement or letter granting franchise (<i>if applicable</i>)	<input type="checkbox"/>
Copy of PI Insurance Certificate of Currency	<input type="checkbox"/>
Fees paid	<input type="checkbox"/>

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Authorised persons – for the purposes of the applicant’s declaration

People who are Commissioner for Declaration because of their profession

- | | | |
|------------------------|---------------|----------------------|
| • Chiropractor | • Nurse | • Physiotherapist |
| • Dentist | • Optometrist | • Psychologist |
| • Legal Practitioner | • Pharmacist | • Veterinary Surgeon |
| • Medical Practitioner | | |

Examples of people who are Commissioners for Declaration because of an appointment they hold

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> • Agent or permanent employee of the Australian Postal Corporation Bailiff • Bank, Building Society, Credit Union officer • Clerk of a court • Commissioner for affidavits/Commissioner for declarations • Fellow of the National Tax Accountant's Association • Finance company officer • Holder of a statutory office not specified elsewhere • Judge of a court, Justice of the peace, Magistrate, Master of a court • Marriage celebrant • Member of Governance Institute of Australia • Member of the Engineers Australia other than at the grade of student. | <ul style="list-style-type: none"> • Member of Association of Taxation and Management Accountants • Member of the Australasian Institute of Mining and Metallurgy • Member of the Australian Defence Force who is a) an officer; or b) a non-commissioned officer; or c) a warrant officer • Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants • Member of a) the Parliament of the Commonwealth; or b) the Parliament of a State; or c) a Territory legislature; or d) a local government authority of a State or Territory Minister of Religion registered under Subdivision A of Division 1 of Part IV of the <i>Marriage Act 1961</i> | <ul style="list-style-type: none"> • Permanent employee of: a) the Commonwealth or Commonwealth authority; or b) a State or Territory or State or Territory Authority; or c) a local government authority with 5 or more years continuous service who is not specified elsewhere • Police officer • Registrar or Deputy Registrar of a court • RSPCA Inspector • Senior Executive Service Officer of a) the Commonwealth or Commonwealth authority; or b) a State or Territory or of State or Territory authority • Teacher employed on a full-time basis at a school or tertiary education institution. |
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