

# Changing details form - Business 2019-2020

## Request for amended/replacement hard copy licence



I request that the following amendments/changes are made to this licence and/or request production of a new hard copy licence.

### Licensee details - existing

Name of Property Agent:

Business Name:

Address:

Suburb:

State:

Postcode:

Telephone:

Email:

### Licensee details - change to

Name of Property Agent:

Business Name:

Address:

Suburb:

State:

Postcode:

Telephone:

Email:

### Authorisation

Agent in nominated control (Name)

Signature:

Date:

### Changes to be effective by

As soon as practicable:  Yes

or Date:

You will be notified via email when the change has been made to the Register.

### Request for amended/replacement licence

An administrative fee to produce an amended/replacement licence is payable of **\$16.20\***

I request a hard copy of the licence to be sent to the address as stated above.

Yes or  No

I request a hard copy of the receipt for the administrative fee to be sent with the licence.

Yes or  No

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

**Bank Account:** CBA

**BSB:** 067-002

**Account No.** 0011 0109

**Reference:** Business Name

**Cheques:** Make payable to the Property Agents Board

\*Please note there is no cost to make a change to the Register, the cost relates to a new hard copy of the licence.