

# Changing details form – Individual 2019-2020

## Request for amended/replacement hard copy licence



I request the following amendments/change to my licence and/or request production of a new hard copy licence.

Licensee details - existing	
Surname:	Title:
Given Name:	Other Name(s):
Address:	
Suburb:	State: Postcode:
Telephone:	Mobile:
Email:	
Licensee details - change to	
Surname:	Title:
Given Name:	Other Name(s):
Address:	
Suburb:	State: Postcode:
Telephone:	Mobile:
Email:	
Employer - Existing	
Name of Property Agent:	
Trading Name:	
Employer - new	
Name of Property Agent:	
Trading Name:	
Authorisation	
Licensee's Signature:	Date:
If applicable	
Property Agent in nominated control (Name)	
Signature:	Date:
Changes to be effective by	
As soon as practicable: <input type="checkbox"/> Yes	<b>or</b> Date:
You will be notified via email when the change has been made to the Register. Do not undertake any regulated functions for the new employer until you receive the notification.	
Request for amended/replacement licence	
An administrative fee to produce an amended/replacement licence is payable of <b>\$16.20*</b>	
I request a hard copy of my licence to be sent to my address as stated above.	<input type="checkbox"/> Yes <b>or</b> <input type="checkbox"/> No
I request a hard copy of my licence to be sent to my employer.	<input type="checkbox"/> Yes <b>or</b> <input type="checkbox"/> No
I request a hard copy of the receipt for the administrative fee to be sent with my licence.	<input type="checkbox"/> Yes <b>or</b> <input type="checkbox"/> No
The Board accepts payments by cheque, cash, EFT (payment by Credit Card or EFTPOS is unavailable).	
<b>Bank Account:</b> CBA	<b>BSB:</b> 067-002
<b>Account No.</b> 0011 0109	<b>Reference:</b> Your name
<b>Cheques:</b> 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.	