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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Licensee details - existing** | | | | | | |
| Name on Licence: | | | | | | |
| Business Name on Licence: | | | | | | |
| Address: | | | | | | |
| Suburb: | | State: | | | Postcode: | |
| Telephone: | |  | | | | |
| Email: | | | | | | |
| **Licensee details - change to** | | | | | | |
| Business Name: | | | | | | |
| Address: | | | | | | |
| Suburb: | | State: | | | Postcode: | |
| Telephone: | |  | | | | |
| Email: | | | | | | |
| **Authorisation** | | | | | | |
| Agent in nominated control (Name) | | | | | | |
| Signature: | | | | | Date: | |
| **Effective Date Details** | | | | | | |
| 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 **$17.80** | | | | | | |
| I request a copy of the licence to be sent to the email address as stated above. | | | | | | ☐ Yes **or** ☐ No |
| I request a copy of the receipt for the administrative fee. | | | | | | ☐ Yes **or** ☐ No |
| The Board accepts payments by cheque, 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 copy of the licence being forwarded via email.

**Form terminology**

***Name on Licence*** *means the name of the property agent conducting business, eg ABC Pty Ltd as shown on the licence.*

***Business Name*** *means the name under which the business is advertised, eg ABC Real Estate.*