



Application for Renewal of a Real Estate/Business Settlement Agent Triennial Certificate - Body Corporate

General Information

In this form reference to “**the Act**” means the *Settlement Agents Act 1981* and “**the Commissioner**” means the Commissioner for Consumer Protection.

“**Relevant persons**” means all the directors and all other persons concerned in the management or control of the body corporate and includes the person in *bona fide* control of the business. **All relevant persons must sign at section 7.**

Your application can not be assessed unless ALL sections are completed and ALL information is provided. It is essential that you DO NOT LEAVE ANY SECTION BLANK – Use ‘N/A’ or ‘Nil’ where appropriate.

This application **must** also be accompanied by the prescribed fee (see www.commerce.wa.gov.au/CP/licensingfees) and those additional items listed in the Application Checklist.

Department of Mines, Industry
 Regulation and Safety
 Consumer Protection Licensing
 Level 1, Mason Bird Building
 303 Sevenoaks Street
 CANNINGTON WA 6107

Locked Bag 14
 Cloisters Square WA 6850

Licensing Advice Line
 Tel: 1300 304 064

Overseas Callers
 +61 8 6251 2931

Email
cplicensing@dmirs.wa.gov.au

Web Site
www.commerce.wa.gov.au/CP/licences

A9591925

1. Licence Details

Licence Number: SA/SB

Name of body corporate:

ACN:

Name of person in
bona fide control:

2. Business Details

Business/Trading Name:

Principal Place of Business:

Postal Address:
 (If different from above)

Address for the purpose of
 the Register:
 (section 37 of the *Settlement Agents Act*)

Email address:

Business telephone number:

Mobile:

5. Professional Indemnity Insurance (PII)

The Commissioner cannot renew a triennial certificate unless the applicant is insured in accordance with section 35 of the Act. Please attach a current copy of your Professional Indemnity and Fidelity Insurance Coverage from the Professional Indemnity and Fidelity Master Policy.

For information about obtaining insurance under the Master Policy Agreement, contact Jardine Lloyd Thompson on (08) 9426 0444 or visit www.jlta.com.au.

6. Financial Information

The Commissioner for Consumer Protection cannot grant a renewal unless (s)he is satisfied that the applicant has sufficient material and financial resources available to comply with the requirements of the Act.

Confidential Statement of Assets and Liabilities

To assist in determining whether you have sufficient material and financial resources a credit history check will be obtained as part of the application process.

Assets	\$
Liabilities	\$
Net Worth	\$

In addition to completing the above, please answer the following question:

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Do you believe that the body corporate has sufficient financial resources to enable it to carry on business as an agent and to comply with the requirements of the Act?

7. Authorisation and Declaration - this section must be completed by ALL relevant persons

In order to assist with the determination of this application, I authorise the Commissioner, or persons so directed, to obtain on my behalf any document, record, file or information that may be necessary and relevant to consider my character and repute, and my fitness to be concerned as a director of, or in the management and control of, an agent's business. This includes but is not limited to records relating to my criminal history or current/previous occupational licences or other relevant information.

I confirm that I understand fully the duties and obligations imposed on me under the Act, Regulations, and associated Code of Conduct.

I understand that providing a false or misleading statement in an application is an offence under section 111A of the Act.

Name of Person	Signature	Date

Attach additional sheet if required

