



EMPLOYMENT AGENTS ACT 1976  
**APPLICATION FOR TRANSFER OF A GENERAL LICENCE**  
**(held on behalf of a body corporate)**

TO: Licensing Services  
 Department of Mines, Industry Regulation  
 and Safety  
 Locked Bag 14  
 CLOISTERS SQUARE WA 6850

Level 1, Mason Bird Building  
 303 Sevenoaks Street  
 CANNINGTON WA 6107

1. The

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 (Name of body corporate)

trading as

-----  
 (Business Name)

of

-----  
 (Address)

Postcode

Phone

being the holder of a licence under the Act hereby apply/applies for the transfer of the licence  
 because of the following circumstances: -

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2. The licence is to be transferred to:

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of

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 (Address)

Postcode

Telephone/Mobile Contact

Email -----

3. This application has been approved by the firm/body corporate.

4. Business is to be carried on at the following addresses: -

**Principal place**

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Telephone

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**Other place(s)**

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Telephone

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## **TRANSFER OF AN EMPLOYMENT AGENTS LICENCE** (On behalf of a body corporate or partnership)

When submitting your application, please ensure that the following are attached:-

- 1. NATIONAL POLICE CERTIFICATE** - An original or certified copy of an Australian police check, which is no more than three months old. Please note that *State Records Act 2000* requirements mean we cannot return the original document. For further information please visit [www.commerce.wa.gov.au/CP/policechecks](http://www.commerce.wa.gov.au/CP/policechecks).
- 2. TWO CHARACTER REFERENCES** – Original letters from the two character referees nominated on the application form, who are residents of Western Australia stating the reasons why, in their opinion, you (the applicant) are a suitable person to be granted a licence.
- 3. SCALE OF FEES** – Please enclose a draft of your proposed “*Scale of Fees*” for arranging the employment of permanent, temporary and casual staff. A pro-forma example is available from the Department’s website. Please note, a licensee is entitled to negotiate each transaction on a case by case basis, however if you choose to charge a set fee then the Scale of Fees must first be approved by the Commissioner for Consumer Protection.
- 4. RESUME** - A detailed resume of any work experience you have had in the employment agents industry (include names of employers, type of experience and relevant dates). Please include details of your employment history.
- 5. LICENCE FEES** - The current prescribed fees are listed on the Department’s website at [www.commerce.wa.gov.au/CP/licensingfees](http://www.commerce.wa.gov.au/CP/licensingfees). This fee is exempt from both GST and withholding tax.

Incomplete applications will be returned.

To assist you to understand your obligations as a licensed Employment Agent you may wish to purchase a copy of the Act and Regulations. For further information contact the State Law Publisher, by email at [sales@dpc.wa.gov.au](mailto:sales@dpc.wa.gov.au), by telephone on (08) 6552 6000 or visit [www.slp.wa.gov.au](http://www.slp.wa.gov.au).

If you have any enquiries in relation to the above please contact Licensing Services on 1300 304 064 or by email at [cplicensing@dmirs.wa.gov.au](mailto:cplicensing@dmirs.wa.gov.au).