



Government of **Western Australia**  
 Department of **Mines, Industry Regulation and Safety**  
**Consumer Protection**

## APPLICATION FOR TRANSFER OF A GENERAL LICENCE

(On behalf of a body corporate)

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 on approved providers 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).

**CREDIT CARD PAYMENT DETAILS**

Card Type    Visa     Mastercard     (Only Visa and Mastercard accepted)

Card Number   

Card Holder     Please print

Expiry Date      /       *I authorise the Department to deduct the current prescribed fee\**

Signature / Authorisation        Date   

\*Fees are subject to change on 1 July of each year

OFFICE USE ONLY					
Licence No		Department Code	EA	Chart Description	Transfer
<b>Total Fee</b>	\$				

**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 100  
EAST PERTH WA 6892

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

1. The

-----  
(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

-----  
(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**

-----

Telephone

-----

**Other place(s)**

-----

Telephone

-----

5. State name and address of 2 persons resident in Western Australia willing to act as referees of the proposed licensee.

(a)

-----  
(First name) (Surname) Telephone  
-----  
(Residential)

(b)

-----  
(First name) (Surname) Telephone  
of  
-----  
(Residential)

6. Does a person, firm or body corporate mentioned in this application hold a licence under the Act? If so, give particulars of the licence.

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Dated this ----- day of ----- 20 -----

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Signature of Applicant

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Signature of Authorised Officer and Seal of Body Corporate

***As of January 2019 the Department will send courtesy reminders to renew licences via SMS and email only  
Please ensure your contact details are kept up to date or you may not receive renewal reminders.***

Contact Email: .....

Contact Mobile No: .....

You may lodge your completed application:

**By post addressed to:**

**Licensing Services**  
Department of Mines, Industry  
Regulation and Safety  
Locked Bag 100,  
EAST PERTH WA 6892

**In person at:**

**Customer Service**  
Level 1, Mason Bird Building  
303 Sevenoaks Street  
CANNINGTON  
Hours: 8:30am to 4:30pm  
Monday to Friday

**In person (drop off only) at:**

Department of Mines, Industry  
Regulation and Safety  
Level 2, Gordon Stephenson House  
140 William Street, PERTH  
Hours: 8:30am to 4:30pm  
Monday to Friday