**Holding Fee Payment Form**

**This form is to be used to pay the fee to place a licence on hold, pursuant to r4A of the Real Estate and Business Agents (General) Regulations 1979 and the Settlement Agents Regulations 1982**

**Licensee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Licence Number:** RA/SA/SB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete this form and return it to Business Licensing in person or via post to Locked Bag 100 East Perth WA 6892.

**This form can ONLY be accepted in person or by post. It cannot be accepted by email to protect your credit card details.**

If your contact details have changed please provide new:

|  |  |
| --- | --- |
| NEW Residential Address |  |
| NEW Postal Address  |  |
| NEW Mobile Phone  |  |
| NEW Phone (day) |  |
| NEW Email  |  |

**CREDIT CARD PAYMENT DETAILS** (Payment will appear as “**WA Gov – DMIRS**” on your bank statement)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |  |
|  |
| Cardholder’s contact phone number:  |  |

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

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| **OFFICE USE ONLY** |
| **Total Fee** | $ | Department Code | CP | Chart Description | ☐ Licence HOLDING fee  |