



## Application for Renewal of a Triennial Certificate Real Estate and Business Agent – Body Corporate

### APPLICATION CHECKLIST

Prior to submitting the application, please complete this checklist, attaching the supporting documentation in the order set out below. Incomplete applications will not be accepted and will be returned.

Prescribed renewal fee (Please complete credit card details below or make a cheque payable to the Commissioner for Consumer Protection)	
An original document or original certified copy of an Australian police check for <b>each</b> relevant person (not more than three months old) Approved police check providers are listed at <a href="http://www.commerce.wa.gov.au/cp/policechecks">http://www.commerce.wa.gov.au/cp/policechecks</a>	

**An incomplete or inaccurate application cannot be assessed. If you need help completing this form please contact the Licensing Advice Line on 1300 304 064.**

### 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	RA	Chart Description	Renewal - Real Estate Agent
Total Fee	\$	Link to Licence	Yes		

**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.**

**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

Licensing Advice Line    1300 304 064  
Overseas Callers    +61 8 6251 2931  
General enquiries:    [1300 304 054](tel:1300304054)

Email enquiries: [cplicensing@dmirs.wa.gov.au](mailto:cplicensing@dmirs.wa.gov.au)  
Web Site    [www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au)

## General information

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In this form reference to “**the Act**” means the *Real Estate and Business Agents Act 1978* and its subsidiary legislation 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 6.**

Please write in **BLOCK LETTERS** using pen. **Answer every question.** Use ‘**N/A**’ if a question does not apply. Tick  where appropriate. **ALL information must be provided** to enable the application to be assessed.

This application **must** also be accompanied by the prescribed non-refundable fee (see [www.commerce.wa.gov.au/CP/licensingfees](http://www.commerce.wa.gov.au/CP/licensingfees)) and those additional items listed in the Application Checklist. Incomplete applications will not be accepted and will be returned.

## 1. Licence Details

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Licence Number: RA

Name of body corporate:

ACN:

Name of person in  
bona fide control:

## 2. Business Details

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Business/Trading Name:

Principal Place of Business:

Postal Address:

(If different from above)

Address for the purpose of the  
Register:

(This address will be publicly available,  
see Regulation 7 under the *Act*)

Business phone / Mobile:

Email address:

### 3. Financial Information

The Commissioner cannot renew a triennial certificate unless satisfied that the body corporate has sufficient material and financial resources available to comply with the requirements of the Act. To facilitate this, credit history checks will be obtained as part of the application process. You must also provide the assets and liabilities of the body corporate below.

#### Confidential Statement of Assets and Liabilities

(Please provide figures for the body corporate, not the body corporate directors)

<b>Assets</b>	<b>\$</b>
<b>Liabilities</b>	<b>\$</b>
<b>Net Worth</b>	<b>\$</b>

In addition to completing the above, please answer the following question:	Yes	No
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?		

### 4. Fitness and character of applicant and relevant persons

**National Police Check:** To enable the Commissioner to consider whether the applicant and all relevant persons are of good character and repute, and fit and proper persons to hold a licence, please attach to this application **an original or duly certified copy (signed by an authorised witness) of an Australian police check** for each relevant person of the body corporate. Certificates must be **no more than three months old** at the time they are lodged with the Department. Please note that *State Records Act 2000* requirements mean we cannot return the original document. However, a certified copy can be made available upon request.

Please see [www.commerce.wa.gov.au/cp/policechecks](http://www.commerce.wa.gov.au/cp/policechecks) for a list of accepted Australian police check providers.

Please answer either 'Yes' or 'No' to the following questions.

Since the grant of the licence or last renewal (whichever is later), has/is the <u>applicant</u> , or any relevant person of the applicant:	Yes or No
(a) been convicted, or found guilty of <b>any</b> offences, including convictions which resulted in a suspended sentence? <i>(Include all offences which went to Court, including traffic offences. Do not include spent convictions.)</i>	
(b) aware of <b>any</b> legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review?	
(c) been the subject of <b>any</b> adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?	
(d) had <b>any</b> occupational licence or application refused, cancelled or suspended?	
(e) been disqualified from holding <b>any</b> occupational licence?	
(f) been subject to <b>any</b> disciplinary action by a licensing authority?	
(g) had <b>any</b> investigations or legal proceedings commenced against you or an associated entity, which may result in action being taken in relation to an occupational licence currently held?	
(h) in liquidation, under official management or an undischarged bankrupt?	
(i) having affairs administered under <b>any</b> bankruptcy laws?	
(j) a director of a corporation, which has been subject to <b>any</b> form of insolvency administration?	

If the answer to any of the above items was 'Yes', full details must be provided on a separate attached sheet of paper.

### 5. Late Renewal Applications (this section is mandatory if you are lodging a late renewal application)

If your renewal application is lodged after the expiry date of your triennial certificate, the following will occur:

Applications lodged within one month of expiry of your triennial certificate

- the renewal shall be deemed to take effect for the period of 3 years from the day next succeeding the day on which the triennial certificate expired.

