



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

APPLICATION CHECKLIST

Prior to submitting the application, please complete this checklist, attaching the application form and 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 cheque payable to the Commissioner for Consumer Protection	
Current copy of your Professional Indemnity and Fidelity Insurance Coverage from the Professional Indemnity and Fidelity Master Policy	
An original document or original certified copy of an Australian police check for each relevant person (not more than three months old) Approved police check providers are listed at http://www.commerce.wa.gov.au/cp/policechecks	

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.

APPLICATION FEE

The total fee payable includes a triennial certificate/licence fee and a contribution to the fidelity guarantee fund. A list of current fees is available on our website at www.commerce.wa.gov.au/CP/licensingfees.

Cheques should be made payable to the Commissioner for Consumer Protection. For payment by credit card, please complete the following:

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	SA <input type="checkbox"/> SB <input type="checkbox"/>	Chart Description	<input type="checkbox"/> Application Fee <input type="checkbox"/> FRE Agents Fidelity Contribution; and
Total Fee	\$				

General Information

In this form reference to “**the Act**” means the *Settlement Agents Act 1981* 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 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. Incomplete applications will not be accepted and will be returned. Do note only the fidelity fund fee is refundable if this application is withdrawn or not successful

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: (This address will be publicly available, see Regulation 7 under the 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

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 false or misleading information to the Commissioner or Chief Executive Officer is an offence under section 111A of the Act.

Name of Person	Signature	Date

Attach additional sheet if required

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.

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

Licensing Advice Line 1300 304 064

Overseas Callers +61 8 6251 2931

General enquiries 1300 304 054

Email enquiries: cplicensing@dmirs.wa.gov.au

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