



Application for Renewal for a Real Estate/Business Settlement Agent Triennial Certificate - Individual

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.

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 unless otherwise directed.

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 Do note only the fidelity fund fee is refundable if this application is withdrawn or not successful.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. Licensee Details

Licence Number: SA/SB

Title: Mr Mrs Miss Ms Other

Last Name:

Other Names:

Since the grant of your licence or since your last renewal, whichever is later, have you changed your name (e.g. by marriage, alias, deed poll)? Yes No
If yes, please attach evidence confirming the change of name.

Residential Address:

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)

Phone: () Work phone: () Mobile:

Preferred Email address:

Department of Mines, Industry Regulation and Safety
 Licensing Services
 Level 1, Mason Bird Building
 303 Sevenoaks Street
 CANNINGTON WA 6107

Locked Bag 14
 Cloisters Square WA 6850

Licensing Advice Line
 Tel: 1300 304 064

cplicensing@dmirs.wa.gov.au

Overseas Callers
 +61 8 6251 2931

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

A9591927

2. Employment Details

Are you a sole trader?

Yes No

Certificate of Insurance

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.

Are you currently employed?

Yes No

If yes,

Employer's Name:

Trading Name (if applicable):

In what capacity are you employed? Person in bona fide control

Director

(select multiple options if applicable)

Branch Manager

Conveyancer/Employee

Employer's Business Address:

3. Character and Fitness

National Police Certificate: To enable the Commissioner to consider whether an applicant is of good character and repute, and a fit and proper person to hold a licence, please attach to this application **an original Australian police check**. The certificate must be **no more than three months old** at the time it is lodged with the Commissioner. 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 for a list of accepted Australian police checks.

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

Since the grant of your licence or last renewal (whichever is later), have/are you:	Yes or No
(a) been convicted, or found guilty of any 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 any legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review?	
(c) been the subject of any adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?	
(d) had any occupational licence or application refused, cancelled or suspended?	
(e) been disqualified from holding any occupational licence?	
(f) been subject to any disciplinary action by a licensing authority?	
(g) had any 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 any bankruptcy laws?	
(j) a director of a corporation, which has been subject to any 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.

6. Financial Information

The Commissioner cannot grant renewal of a triennial certificate unless (s)he is satisfied that the applicant has sufficient material and financial resources 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
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Do you believe that you have sufficient financial resources to enable you to carry on the business as an agent and to comply with the requirements of the Act?		
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7. Authorisation and Declaration

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 fitness and propriety to hold a licence, including but not limited to records relating to my criminal history or current/previous occupational licences or other relevant information.

I confirm I understand fully the duties and obligations imposed on me under the Act, Regulations, and associated Code of Conduct.

I understand that providing a false or misleading statement in an application is an offence under section 111A of the Act.

Applicant's full name:

Signature of applicant:

Date:

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.

Application Checklist

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

Prescribed fee (please complete the credit card details below or make cheque payable to the Commissioner for Consumer Protection)	
Licence Renewal Form – Individual (together with any attached pages providing further information)	
Current copy of your Professional Indemnity and Fidelity Insurance Coverage from the Professional Indemnity and Fidelity Master Policy	
An original or certified copy of an Australian police check (not more than three months old) Approved police check providers are listed at http://www.commerce.wa.gov.au/cp/policechecks	

Your completed application may be lodged

By post addressed to:

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

In person (drop off only service):

Department of Mines, Industry
Regulation and Safety
Level 2, Gordon Stephenson House
140 William Street
PERTH

In person at:

Licensing Services
Level 1, Mason Bird Building
303 Sevenoaks Street
CANNINGTON

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 - Application for renewal of a settlement agents licence (individual)

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 for an application for renewal of a settlement agents licence for an individual.

Cardholder's signature

Date