



SETTLEMENT AGENT BUSINESS REFERENCE TEMPLATE

- References from relatives, subordinates, business partners or co directors will not be accepted.
- At least one reference must be from a person external to your current place of employment.
- **References should be as detailed as possible but include only information that is relevant to the individual's suitability to be a director, or person concerned in the management or conduct, of a real estate settlement and/or business settlement agent's business. Any additional relevant information should be attached.**
- Where the Commissioner is unable to determine the individual's suitability to be concerned with the management or conduct of a real estate settlement and/or business settlement agent's licence due to insufficient information, the reference will not be accepted.

The information provided will assist the Commissioner for Consumer Protection in determining whether an individual is of good character and repute, and a fit and proper person to be concerned in the management or conduct of a settlement agent's business, pursuant to sections 28 or 29 of the *Settlement Agents Act 1981* ("the Act").

Individual for whom reference provided: _____

Name of Body Corporate/Partnership: _____

Questions (to be completed by the referee)

1. How long have you known the individual?
2. Are you related to the individual in any way?.....
3. What is the capacity and extent of your business relationship (and social relationship, if any) with the individual?
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4. To the best of your knowledge, what experience does the individual bring to make them a suitable person to be a director, partner, or a person involved in the management or control of a settlement agency's business?
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- I consider the individual to be a person of good character and repute and persons fit to be concerned as a director or partner of, or in the management or control of, a settlement agent's business.
- I believe that the individual reasonably understands the duties and obligations imposed on them by the Act.
- I am not aware of any reason why the individual would not be eligible to be, or should not be concerned as a director or partner of, or involved with the management or control of, a settlement agent's business.
- I am not aware of any reason why the applicant may not have sufficient material and financial resources available to comply with the requirements of the Act.

I declare that the particulars and answers given in respect of this reference in support of this application are, to the best of my knowledge and belief, true and correct and the attachments hereto are what they purport to be.

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

Referee's full name:

Referee's job title and place of employment:

Referee's contact number:

Signature of referee:

Date: