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

APPLICATION CHECKLIST

Your application can only be processed if ALL of the relevant information and supporting documentation is provided. Use this checklist to ensure that you complete all parts of your application and have all necessary supporting documents ready to attach. Please check that:

- all sections of this form are complete;
- the Australian police check/s for each relevant person from an approved provider is/are ready to attach;
- payment of the prescribed application fee is ready to be made.

APPLICATION FEE

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 and sign the following:

CREDIT CARD PAYMENT DETAILS

Card Type	Visa		Ma	sterc	ard]		(Onl	ly Vis	sa and	d Mas	sterca	ard :	accep	oted)	
Card Number																			
Card Holder	•	•							•				•					Please	print
Expiry Date						l a	uthori	ise the	Dep	artn	nent t	o dedi	uct the	e curre	ent µ	orescr	ibed	fee*	
Signature / Autl	norisat	ion											Date						

LODGEMENT OPTIONS

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

Licensing Advice Line: 1300 304 064 Email: cplicensing@dmirs.wa.gov.au

Overseas Callers: +61 8 6251 2931 Web Site: www.commerce.wa.gov.au/CP/licences

General Enquiries: 1300 304 054

	OFF	FICE USE ON	_Y	
Licence No:	Department Code	RA	Chart Description	Renewal - Real Estate Agent
Total Fee	\$ Link to Licence	Yes	Chart Key	⊠ C

^{*}Fees are subject to change on 1 July of each year

GENERAL INFORMATION

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.

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.

1. Licence Details	
Licence Number: RA	
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 <i>Act</i>)	
Business phone / Mobile:	
Email address:	

We use email and SMS for contact purposes and to send courtesy renewal reminders, so it is important that you notify the Commissioner should your electronic contact details change.

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)

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?		

4. Fitness and character of applicant and relevant persons

Each relevant person must provide an Australian police check in their full legal name that is less than three (3) months old. Further information about accepted police checks is available on our website: www.commerce.wa.gov.au/CP/policechecks.

Please answer either 'Yes' or 'No' to each of the following questions. If the answer to any of the questions is 'Yes', you may be contacted to provide additional information as part of the application process.

	ce the grant of the licence or last renewal (whichever is later), has/is the applicant, or any vant person of the applicant:	Yes or No
(a)	been convicted, or found guilty of any offences, including convictions which resulted in a suspended sentence? (Include all offences which went to Court, including traffic offences. Do not include spent convictions.)	
(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?	

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.

Applications loaged more than one month but not more than 12 months after the expiry of your thennial certificate
- You are required to satisfy the Commissioner that there is <u>reasonable cause</u> for the lateness of the renewal in order for the renewal to take effect for the period of 3 years from the day after the triennial certificate expired. Please provide details below.
Attach additional details if required

6. 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 the body corporate 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 134A of the Act.

Name of Person	Signature	Date

Attach additional sheet if required