**Holding Fee Payment Form**

**This form is to be used to pay the fee to place a licence on hold, pursuant to r4A of the Real Estate and Business Agents (General) Regulations 1979 and the Settlement Agents Regulations 1982**

**Licensee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Licence Number:** RA/SA/SB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete this form and return it to Business Licensing in person or via post to Locked Bag 100 East Perth WA 6892.

**This form can ONLY be accepted in person or by post. It cannot be accepted by email to protect your credit card details.**

If your contact details have changed please provide new:

|  |  |
| --- | --- |
| NEW Residential Address |  |
| NEW Postal Address |  |
| NEW Mobile Phone |  |
| NEW Phone (day) |  |
| NEW Email |  |

**CREDIT CARD PAYMENT DETAILS** (Payment will appear as “**WA Gov – DMIRS**” on your bank statement)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cardholder’s contact phone number: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |

\*Fees are subject to change on 1 July of each year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OFFICE USE ONLY** | | | | | |
| **Total Fee** | $ | Department Code | CP | Chart  Description | ☐ Licence HOLDING fee |