



# Application for Renewal of a Triennial Certificate – Real Estate/Business Settlement Agent (Individual)

## 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;
- your Australian police check from an approved provider is ready to attach;
- a current copy of your Professional Indemnity and Fidelity Insurance Coverage from the Professional Indemnity and Fidelity Master Policy (if applicable) is ready to attach; and
- payment of the prescribed application fee is ready to be made.

## 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](http://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

<b>Licence No:</b>	<input type="text"/>	<b>Department Code</b>	SA <input type="checkbox"/> SB <input type="checkbox"/>	<b>Chart Description</b>	<input type="checkbox"/> Application Fee <input type="checkbox"/> FRE Agents Fidelity Contribution; and
<b>Total Fee</b>	\$ <input type="text"/>			<b>Chart Key</b>	<input checked="" type="checkbox"/> I



## 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 Marsh Advantage Insurance on (08) 9426 0451 or visit [www.marsh.com](http://www.marsh.com).

Are you currently employed? Yes  No

If yes,  
Employer's Name:

Trading Name (if applicable):

In what capacity are you employed? (select multiple options if applicable)

Person in bona fide control  Director   
Branch Manager  Conveyancer/Employee

Employer's Business Address:

## 3. Character and Fitness

You must provide an Australian police check in your 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](http://www.commerce.wa.gov.au/CP/policechecks).

Please answer either 'Yes' or 'No' to 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.

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 <b>any</b> 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 <b>any</b> legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review?	
(c) been the subject of <b>any</b> adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?	
(d) had <b>any</b> occupational licence or application refused, cancelled or suspended?	
(e) been disqualified from holding <b>any</b> occupational licence?	
(f) been subject to <b>any</b> disciplinary action by a licensing authority?	
(g) had <b>any</b> 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 <b>any</b> bankruptcy laws?	
(j) a director of a corporation, which has been subject to <b>any</b> form of insolvency administration?	



## 5. 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.

<b>Assets</b>	<b>\$</b>
<b>Liabilities</b>	<b>\$</b>
<b>Net Worth</b>	<b>\$</b>

In addition to completing the above, please answer the following question:

	Yes	No
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?		

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

**Applicant's name:** full

**Signature of applicant:**  **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

Licensing Advice Line: 1300 304 064  
Overseas Callers: +61 8 6251 2931  
General Enquiries: 1300 304 054

### In person at:

#### Customer Service

Level 1, Mason Bird Building, 303 Sevenoaks Street  
CANNINGTON  
Hours: 8:30am to 4:30pm, Monday to Friday

Email: [cplicensing@dmirs.wa.gov.au](mailto:cplicensing@dmirs.wa.gov.au)  
Web Site: [www.commerce.wa.gov.au/CP/licences](http://www.commerce.wa.gov.au/CP/licences)