



Application For A General Licence (Body Corporate or Partnership)

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Application Checklist

- National police certificate** - Provide an Australian police check NOT more than three months old. For information on approved providers please visit www.commerce.wa.gov.au/CP/policechecks. Certified copies can be accepted and original documents will not be returned.
- Two character references** - Original letters from the two character referees nominated on the application form, who are residents of Western Australia stating the reasons why, in their opinion, you (the applicant) are a suitable person to be granted a Licence.
- Scale of fees** - Please enclose a draft of your proposed "Scale of Fees" for arranging the employment of permanent, temporary and casual staff. A pro-forma example is available from the Department's website.
- Notice of employment offered** - Please enclose a draft of your "Notice of Employment Offered" as required under Section 42(3) of the Act. A pro-forma example is available from the Department's website.
- Certificate of registration or incorporation** - if the licence is to be held on behalf of an incorporated body, a copy of the Certificate of Incorporation is to accompany the application **OR**
If the licence is to be held on behalf of a Company or Body Corporate, a copy of the Certificate of Registration of a Company issued by the Australian Securities and Investment Commission (ASIC) is to accompany the application.
- Certificate of registration of a business name** - If the licence is to include a trading name(s), a copy of the Certificate(s) of Registration of a Business Name issued by the Australian Securities and Investment Commission is to accompany the application.
- Resume** - A detailed resume of any work experience you have had in the employment agents industry (include names of employers, type of experience and relevant dates). Please include details of your employment history.
- Licence fees** - The current prescribed fees are listed on the Department's website at www.commerce.wa.gov.au/CP/licensingfees. Fees are exempt from both GST and withholding tax and non-refundable.

Credit card payment details

Card type Visa Mastercard (only Mastercard and Visa accepted)

Card Number

Card Holder

Expiry Date /

I authorise the Department to deduct the current prescribed fee*

Cardholder's Signature:

Date:

 / /

Cardholder's contact phone number

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

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Office use only

Total Fee	Department code	Chart description
\$	EA	<input type="checkbox"/> New application

To: Licensing Services
Department of Mines, Industry Regulation and Safety
Locked Bag 100
EAST PERTH WA 6892

Level 1, Mason Bird Building
303 Sevenoaks Street,
CANNINGTON WA 6107

1. Personal details

Salutation: Mr Mrs Ms Other, please specify:

Family name: First name:

Other name(s): Date of birth: / /

Phone (work): Phone (mobile): Email:

Residential address

Street address:

Suburb: State: Postcode:

On behalf of:
Partnership or Body Corporate/Company:

2. Principal place of business

Trading name:

Street address:

Suburb: State: Postcode:

Phone number:

Other place(s)

Street address:

Suburb: State: Postcode:

Phone number:

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3. Character references

Names and contact details of two persons resident in Western Australia willing to act as character referees for proposed licensee.

a) Salutation: Mr Mrs Ms Other, please specify:

Family name: First name:

Street address:

Suburb: State: Postcode:

Phone: Email:

b) Salutation: Mr Mrs Ms Other, please specify:

Family name: First name:

Street address:

Suburb: State: Postcode:

Phone: Email:

4. Licences

Does a person, firm or body corporate mentioned in this application hold a licence under the Act? Yes No

If yes, please provide the licence number:

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5. Declaration

The fee of \$ is enclosed herewith.

I certify that the Body Corporate has consented to this application.

Signature of applicant:

Date:

Name of firm/body corporate:

consents to this application

Name of person authorised by firm/body corporate:

Signature of person authorised by firm/body corporate:

Name of firm/body corporate:

consents to this application

Name of person authorised by firm/body corporate:

Signature of person authorised by firm/body corporate:

To assist you to understand your obligations as a licensed employment agent you may wish to purchase a copy of the Act and Regulations. For information contact the State Law Publisher, by email at sales@dpc.wa.gov.au or by telephone on (08) 6552 6000.

If you have any enquiries in relation to the above please contact Consumer Protection Licensing on 1300 304 064 or by email at cplicensing@dmirs.wa.gov.au

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.

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

In person (drop off only) at:

Department of Mines, Industry Regulation and Safety
Level 2, Gordon Stephenson House
140 William Street, PERTH
Hours: 8:30am to 4:30pm
Monday to Friday