



# Application for a Debt Collector's Licence by a Company

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## For a company

- Licence fee - see [www.commerce.wa.gov.au/CP/licensingfees](http://www.commerce.wa.gov.au/CP/licensingfees) for the current fee.
- Application for a Debt Collector's Licence by a Company signed on behalf of the company by its manager, secretary or other governing officer.
- Three (3) **business** testimonials for each director. References from subordinates, relatives, partners or codirectors will not be accepted and at least one reference must be from a person external to your current place of employment. Referees should provide as much detail as they are able against the criteria of section 9 of the Act.
- Original fidelity bond (as per Second Schedule of the Regulations) or approved security (see pro forma bank guarantee) of \$10,000.
- Written notification of trust account details within 14 days of the account(s) being opened. Please attach to your notification - bank documentation detailing the name of the account(s) (ensuring that the title includes the name of licensee), the name and address of the **bank where the account is kept and the BSB and account number(s)**.

**Incomplete applications will not be accepted. Please contact licensing on 1300 304 064 for further details regarding any of the above information.**

## 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

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

**Licensing Advice Line:** 1300 304 064

**Overseas Callers:** +61 8 6251 2931

**General enquiries:** 1300 304 054

**Email enquiries:** [cplicensing@dmirs.wa.gov.au](mailto:cplicensing@dmirs.wa.gov.au)

**Web Site:** [www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au)

## Office use only

Total Fee	Department code	Chart description
\$	DC	<input type="checkbox"/> Debt Collector's Licences

# Application for a Debt Collector's Licence by a Company

Incomplete applications will be returned.

## Applicant details

Salutation:  Mr  Mrs  Ms  Other, please specify:

Family name:  First name:

Other name(s):  Phone:  Phone (mobile):

## Residential address

Street address:   
Suburb:  State:  Postcode:

Company Name:  ACN (if applicable):

Trading Name (if applicable):

## Place(s) of business

Street address:   
Suburb:  State:  Postcode:

## Postal address

As above Street address or PO Box:   
Suburb:  State:  Postcode:

Business number:  Mobile number:

Email:

## Other place(s)

Street address:   
Suburb:  State:  Postcode:   
Phone number:  Fax number:

## Application for a Debt Collector's Licence by a Company

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### Receipt of trust monies

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Tick one of the following boxes

- I do **not** intend to receive or hold trust monies and if such monies are received I will notify the Commissioner for Consumer Protection, in writing, of the trust account.
- I intend to receive or hold trust monies and therefore provide details of my trust account.

### Details of trust account (only required for applicants intending to receive trust monies)

Name of financial institution:

Address of financial institution:

BSB and account number:

Please attach proof of the trust account being open.

### Details of bond/bank guarantee

Amount of bond/bank guarantee:

Expiry date (if applicable):

Name of institution providing bond/bank guarantee:

Address of institution:

Please include your original bond/bank guarantee with your application. Pro forma bond/bank guarantee documents are available for the Department.

## Application for a Debt Collector's Licence by a Company

None of the directors of the company are under twenty-one years of age.

Testimonials as to the character of **each director** of the company are annexed hereto marked respectively "1A", "1B", "1C", "2A", "2B", "2C" etc and signed respectively by:

Director(s)	Address	Date of Birth	Place of Birth	Name of Referees	Address of Referees	Occupation of Referees
(1)		/ /		(A)		
				(B)		
				(C)		
(2)		/ /		(A)		
				(B)		
				(C)		
(3)		/ /		(A)		
				(B)		
				(C)		

(attach additional annexures if needed)

Name:

Manager  Company Secretary  Other, please specify:

Signature:

Date:

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.