



# APPLICATION FOR RENEWAL OF AN AGENT LICENCE

*Agents Act 2003  
Agents Regulation 2003*



## Continuing Professional Development (CPD)

There are three categories of learning in relation to which points may be obtained for continuing professional development. When a licensee or salesperson is required to obtain 12 points of continuing professional development in a twelve month period, the person must obtain learning in any combination of at least two of the categories set out below, of which one must be category 3.

**Category 1** involves undertaking self-paced activity with a stated learning outcome. Typical examples of these types of activities include attending seminars, conferences and forums, watching videos, and on the job learning. The content of the learning must be related to the work activities of the licensee or registered salesperson and provide an educational outcome. On the job learning for the purposes of fulfilling the continuing professional development requirements will only be accepted in the case where a person undertakes a new project and extends their competency base. Functions the individual routinely performs as part of his/her employment are not claimable. Category 1 is calculated at  $\frac{1}{2}$  point per hour of activity and **a maximum of 2 points can be claimed under this category.**

**Category 2** includes activities which do not require formal assessment but are delivered interactively. Typical examples of these activities include workshops, seminars, conferences, and forums where the learner is required to participate and the use of web-based tools and CD Roms where the learner is required to input responses. This category also includes workshops or seminars organised and delivered by professionally qualified people including, but not limited to, lawyers, accountants, auditors, valuers or other renowned experts in a relevant field. Category 2 points are calculated at the rate of **one point per hour** of the activity and may only be considered category 2 where the person delivering the training is competent to deliver the training, generally considered as someone competent to deliver category 3 training.

**Category 3** includes units of competency which require formal assessment. The learner must be assessed as competent by a Registered Training Organisation to be entitled to claim the relevant points from this category. This should be one or more units of competency which contribute to a recognised qualification or learning pathway relevant to the property industry. Category 3 points are calculated at the rate of **eight points per unit** of competency. **At least 8 points of CPD must be achieved through Category 3.**

### Maintaining records

Licensees and salespeople are required to keep a log of continuing professional development which includes the date completed; the type and name of activity; the type of assessment (if any); training provided; name of the training organisation; how many CPD points claimed; the venue and the duration of the activity. If all CPD completed in the year is under Category 3, a statement of Attainment, qualification or certificate from the Registered Training Organisation is sufficient. These must be kept for **at least three years.**

### Commissioner's discretion

When a licensee or salesperson is unable to complete CPD in the period the Commissioner may waive the requirement for the person to complete some or all CPD for that year. This is generally only granted where the person can show extenuating circumstances that identify why it was not possible for the person to complete the CPD.

Being unaware of CPD requirements or waiting too long to book a training package are not considered extenuating circumstances and if this is the reason for not completing CPD it is likely that the licence will not be able to be renewed.



**BUSINESS AND INDUSTRY LICENSING**

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**PERSONAL DETAILS**

<b>Will you be conducting your own business under this licence?</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If you answered no above, who is the licensed agent who will employ you?</b>	
Name of agent	
Licence number	
Address of agency where you will be working	

<b>Do you require this licence to be the licensed director of a company that holds a licence?</b>	
Yes <input type="checkbox"/> If yes, complete information below	No <input type="checkbox"/>
<b>Do you require this licence to be the day-to-day manager of another licensee's business?</b>	
Yes <input type="checkbox"/> If yes, complete information below	No <input type="checkbox"/>
Name of licensee	Licence number

**TRUST ACCOUNT DETAILS**

<b>DETAILS OF THE LICENSED AGENT TRUST ACCOUNT</b>		
Division 7 of the <i>Agents Act 2003</i> requires that licensed agents keep a trust account at an authorised deposit taking institution in the ACT. This applies to real estate, business and stock and station agents. If you operate your own trust accounts please complete all information below. If you are employed by another agent, or utilise another trust account, please indicate the name of the licensed agent below.		
<b>FULL NAME OF THE LICENSED AGENT</b>		
<b>AGENT'S PLACE OF BUSINESS</b>		
<b>LICENCE NUMBER:</b>	Real Estate	<b>1840</b>
	Business	<b>1850</b>
	Stock and Station	<b>1860</b>
<b>TRUST ACCOUNT DETAILS</b>	<b>PROPERTY MANAGEMENT</b>	<b>SALE</b>
Name of Bank or institution		
Branch address		
BSB		
Account Number		
Account Name		



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PART B

STATUTORY DECLARATION

Statutory Declaration Act 1959

THIS STATUTORY DECLARATION MUST BE COMPLETED BY ALL DIRECTORS

DETAILS OF PERSON MAKING THIS STATUTORY DECLARATION

TITLE (Ms, Mr, Dr)	FIRST GIVEN NAME	SECOND GIVEN NAME	FAMILY NAME / SURNAME
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RESIDENTIAL ADDRESS DETAILS (Property Name, Unit, Flat, Room No, Street Number, Street Name)

CITY / SUBURB	STATE	POSTCODE	COUNTRY
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OCCUPATION

I, the person named above, am a director of the company applying for the renewal of its licence under the **Agents Act 2003** and, in support of the application I make the following Statutory Declaration under the **Statutory Declarations Act 1959**:

- That I will make true answers to all questions in this statutory declaration by **checking or selecting** the corresponding **YES or NO** box beside the questions;
- That for each question I answer **YES**, I will provide full and accurate details of the facts or matters specified or associated with the question, attaching additional details on an annexure form.
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- |   |   |  |
|---|---|--|
| 1 | Do you have any conviction(s) for <u>any offence(s)</u> involving dishonesty, either in Australia or any other country?                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2 | Are you an undischarged bankrupt?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3 | At any time in the last three years have you been an undischarged bankrupt?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4 | At any time in the last three years have you applied to take benefit of any law for the relief of bankruptcy to insolvent debtors?                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5 | At any time in the last three years have you compounded with creditors or made an assignment of remuneration for their benefit?                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6 | At any time in the last three years were you involved in the management of a corporation when a controller or administrator was appointed?              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7 | At any time in the last three years were you involved in the management of a corporation when the corporation became the subject of a winding up order? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8 | Do you have a mental incapacity that may affect the exercise of your licensed functions?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

9	Does the corporation currently have an administrator or controller appointed, or has there been an administrator or controller appointed at any time in the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Are you disqualified under a corresponding law from holding an authority (however described) to be an agent or to be an employee of an agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Do you hold an authority (however described) under a corresponding law to be an agent or to be an employee of an agent that is suspended?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Have you contravened, or are you contravening, a provision of the Agents Act 2003, prescribed under the regulations as a disqualifying breach?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Have you completed at least 12 points of Continuing Professional Development (CPD) since 1 July 2009, at least 8 points obtained through category 3?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**AND** I understand that a **person who intentionally makes a false statement** in a statutory declaration is **guilty of an offence** under section 11 of the **Statutory Declarations Act 1959**, and I believe that the statements in this declaration are true in every particular.

**SIGNATURE OF PERSON MAKING THIS DECLARATION**

Signature of person making the declaration

**SIGNATURE AND DETAILS OF WITNESS - WHO MUST BE AN AUTHORISED PERSON**

Declared at	on the	day of	20
Before me	Signature of Witness	Full Name of Witness	
Qualification of Witness			
Address of Witness			

**Note:** A person who wilfully makes a false statement in a statutory declaration under the **Statutory Declarations Act 1959** as amended is guilty of an offence under the act, the punishment for which is a fine not exceeding \$200 or imprisonment for a term not exceeding 6 months or both if the offence is prosecuted summarily, or imprisonment for a term not exceeding four years if the offence is prosecuted upon indictment. **Link to persons before whom a statutory declaration may be made.** [Statutory Declaration](#)

**DISQUALIFYING OFFENCES**

For the purposes of all applications for registration under the *Agents Act 2003* a reference to “**disqualifying offence**” means any offence or offences involving dishonesty.

**CREDIT CARD PAYMENT AUTHORITY** Payment may also be made by cheque or EFTPOS if paying in person

<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa Card	CCV (last 3 digits on the back of the card above the signature block)	<input type="text"/>
Credit Card Number	<input type="text"/>		Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**CARD HOLDER’S AUTHORISATION**

I consent to the Office of Regulatory Services debiting the following amount from my credit card to the value of:

\$  ,    . 00

Cardholders Signature

Dated

Card Holders Full Name