



Application for Renewal of a Real Estate/Business Settlement Agent Triennial Certificate - Body Corporate

Please use a pen and write neatly using BLOCK LETTERS. Tick where appropriate

Application Requirements

This form must be completed and signed by the person in *bona fide* control of the agency.

Your application can not be assessed unless ALL sections are completed and ALL information is provided. It is essential that you DO NOT LEAVE ANY SECTION BLANK – Use 'N/A' or 'Nil' where appropriate.

This application **must** also be accompanied by the prescribed fee (a list of [current fees](#) is available on our website) and those additional items listed in the Application Checklist at section 8. A receipt is not provided unless specifically requested.

1. Licence Details

Licence Number: SA/SB

If you are renewing both SA and SB triennial certificates, please complete two separate renewal application forms

Name of body corporate:

ACN:

Name of person in *bona fide* control:

2. Business Details

Business/Trading Name:

Principal Place of Business:

Postal Address:
 (If different from above)

Address for the purpose of the Register:
 (section 37 of the *Settlement Agents Act*)

Email address:

Business telephone number: **Mobile:**

**Department of Commerce
 Consumer Protection**
 Ground floor "Forrest Centre"
 219 St Georges Terrace
 PERTH WA 6000

Locked Bag 14
 Cloisters Square WA 6850

Licensing Advice Line
 8:30am to 5.00pm
 Monday to Friday
 Tel: 1300 30 40 64

Overseas Callers
 +61 8 9282 0459

Email
 licensingenquiries
 @commerce.wa.gov.au

Web Site
 www.commerce.wa.gov.au

3. Fitness to Hold a Licence

The *Settlement Agents Act 1981* requires that all directors and persons involved in the management or control of the body corporate ("relevant persons") are of 'good character and repute' and fit to be concerned in the management or control of a settlement agent's business. To assist the Commissioner in determining this, please ensure that the following information is completed as it relates to all relevant persons:

Since the grant of the licence or since the last renewal, whichever is later, have any of the relevant persons, in Australia or elsewhere:	Yes	No
(a) been subject to disciplinary action in relation to any authorisation (eg licence, certificate, registration) under any Act relating to the regulation of any business, trade, profession, industry or occupation?		
(b) been the subject of any investigations or proceedings that are still current or pending and which may result in disciplinary action being taken in relation to any such authorisation?		
(c) been convicted of, or found guilty of, any offences?		
(d) entered into a recognisance, which is still in force, in relation to any offence?		
(e) been subject to any charge in relation to any offence for which proceedings are still pending, including proceedings by way of appeal or review?		
(f) been an officer of a body corporate that has been the subject of a prosecution or civil or disciplinary proceedings?		

If you answered 'Yes' to any of the above questions, please complete the following table. Attach additional information if required, including, if you wish, information about any mitigating circumstances.

Nature of Offence/proceedings	Court/Board/Tribunal	State / Territory	Case/Matter Number	Date	Sentence/Penalty

Attach additional details if required

Since the grant of the licence or since the last renewal, whichever is later, have any of the relevant persons, in Australia or elsewhere:	Yes	No
(g) had an application refused for an authorisation (eg licence, certificate, registration) under any Act relating to the regulation of any business, trade, profession, industry or occupation?		
(h) had an authorisation granted (eg licence, certificate, registration) under any Act relating to the regulation of any business, trade, profession, industry or occupation, which for any reason is no longer in force?		
(i) been refused membership to or been subject to disciplinary action in relation to any a professional body?		
(j) been struck off the roll of legal practitioners in this State or elsewhere in the Commonwealth?		
(k) been declared bankrupt, entered a part X arrangement, had your assets frozen or applied to take the benefit of any law for the relief of bankruptcy to insolvent debtors, compounded with creditors or made an assignment for their benefit?		
(l) been, or are currently, a partner in a partnership which has been or is due to be dissolved for financial purposes?		
(m) been, or are currently, a director, secretary, executive officer or manager of a company that has been placed into voluntary administration, receivership or liquidation etc?		

If you answered 'Yes' to any of the above questions, please provide full and complete particulars in respect of each matter below, including, if you wish, information about any mitigating circumstances.

Attach additional details if required

6. Approved Professional Indemnity Insurance (PII)

The Commissioner can not 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.

7. Declaration

I,, the person in *bona fide* control of the body corporate, sincerely declare that the particulars and answers given in respect of this application, whether or not provided at the time of or subsequent to lodgement, are to the best of my knowledge and belief, complete, correct and true and that the attachments hereto are what they purport to be. This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

Declared at (address)

Dated this

 day of 20

Applicant's Signature

In the presence of [refer to section 12 and schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005* for list of [Authorised Persons](#)]:

Witness' Signature

Print Name of Witness

Qualification as such a witness (e.g. JP, Public Servant, etc)

Any person who knowingly makes a statement that is false in a material particular in a statutory declaration is guilty of a crime and is liable to imprisonment for 5 years and a fine of \$24,000.

8. Application Checklist

Prior to submitting the application, please complete this checklist, attaching the application form and supporting documentation in the order set out below.

Prescribed renewal fee – please complete credit card details below or make cheque payable to the Commissioner for Consumer Protection	
Current copy of your Professional Indemnity and Fidelity Insurance Coverage from the Professional Indemnity and Fidelity Master Policy	

An incomplete or inaccurate application can not be assessed. If you need help completing this form please contact the Licensing Advice Line on 1300 30 40 64.

Your completed application may be forwarded by post to: Commissioner for Consumer Protection C/- Licensing Branch Locked Bag 14, Cloisters Square PERTH WA 6850	Or delivered in person to: Department of Commerce Ground Floor, Forrest Centre 219 St Georges Terrace PERTH WA 6000
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9. For Credit Card Payment – applicant to complete

A list of current fees is available on our website at http://www.commerce.wa.gov.au/ConsumerProtection/Real_Estate

Card Type Visa Mastercard

Card Number

Expiry Date /

Card Holder

Please print

Signature/Authorisation

Amount \$