

## Change of Address - Licensed Conveyancer

*Conveyancers Licensing Act 2003*

**A separate form must be completed by each licensee whose licence records need to be updated.**

For example, in the case of a licensed corporation that has changed its place of business, the corporation must complete and lodge a form advising of the change to its details.

Each licensed director and employed licence holder must also complete and lodge a form to have their individual records updated.

Name of Licensee:  
(Corporation or Individual)

Licence Number:

**You must complete all sections of this form, including the Licensee Declaration.**

### 1. Principal place of business

Principal place of business –  
street address only:

Postcode:

### Business Name

If you will be conducting a conveyancing business at the above-specified address under a business name, **you must attach to this application a copy of a document issued by the Australian Securities and Investments Commission that confirms you are the business name holder** in order for the business name to be updated on your licensing records.

### 2. Email address

Correspondence including  
renewals will be sent by email  
to this address.

### 3. Correspondence / Postal address

If no email address is  
provided, correspondence for  
this licensee will be posted to  
this address:

Postcode:

### 4. Preferred telephone contact number

Telephone number:

Mobile:

Daytime:

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## 5. Current Residential Address - *Mandatory for individual licence holders only*

Residential address - street address only:

	Postcode:
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## 6. Additional places of business

If you are employed or carry on business at more than one place of business, please provide the details specified in section 1 for each additional place of business on a separate sheet of paper and attach to this form. This information will be updated and appear on the online licence check facility.

If you are no longer employed or carry on business at an additional place of business that is appearing on the online licence check facility, please specify the street address and telephone number of the additional place of business to be ceased on a separate sheet of paper and attach it to this form.

## 7. Licensee Declaration

**Individual licensee** – declaration MUST be signed by the licensee.

**Corporation licensee** – declaration MUST be signed by a Director of the corporation.

I hereby certify that the particulars given in this form are true and correct and under the *Privacy and Personal Information Protection Act 1998* I certify that the licensee:

1. authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the licensee's ongoing eligibility to hold this licence;
2. acknowledges that information will be placed on a register open to the public in accordance with the *Conveyancers Licensing Act 2003*;
3. accepts that failure to supply information required on this form may delay the processing of the form; and
4. has a right to seek access to and correction of information supplied.

I also certify that the licensee will, when carrying out conveyancing work, be insured under a policy of professional indemnity insurance as provided in clause 6 of the *Conveyancers Licensing Regulation 2015*.

**Note: It is an offence under the *Crimes Act 1900* to make a false or misleading statement in this document. The maximum penalty is imprisonment for two years or a fine of \$22,000 or both.**

**Name (please print):**

**Signature:**

**Date:**


Please retain a copy of this form for your records.

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## Other changes of details

### Business Name

If you wish to advise of a business name under which you will be conducting a conveyancing business at either the above-specified principal place of business or any additional place of business, **you must provide a copy of a document issued by the Australian Securities and Investments Commission that confirms you are the business name holder** in order for the business name to be updated on your licensing records.

When sending the evidence of business name registration to NSW Fair Trading, please quote your licence number as a reference in the covering correspondence.

### Licensee-in-Charge

To advise of a change of Licensee-in-charge details at either the above-specified place of business or any additional places of business, complete the *Licensee-in-Charge Details* form (*Conveyancers Licensing Act 2003*) which is available on the Fair Trading website: [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)  
Navigation: *Home > About Us > Our services > Forms > Property services forms*

### Partnerships and/or Sharing Receipts Arrangements

A licensed conveyancer cannot be in a partnership or share receipts with an unlicensed person without first having the arrangement approved by the Commissioner. Fair Trading should be notified of all partnership and sharing of receipts arrangements. To seek approval of such an arrangement or to advise of a change in a partnership or sharing of receipts arrangement, please complete the *Conveyancer Partnership and Sharing of Receipts* form which is available on the Fair Trading website: [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) Navigation: *Home > About Us > Our services > Forms > Property services forms*

### Change of Name

To advise of a change of name you must provide evidence of that change of name to NSW Fair Trading.

- for a change of corporation name, provide a copy of ASIC records confirming the change (NOTE: a change of company name will only be accepted if the licensed corporation's ACN is unchanged. If the company's ACN has changed a new corporation licence will need to be obtained);
- for an individual's change of name, provide a copy of a document evidencing the change of name such as a Marriage Certificate or Change of Name Certificate.

When sending evidence of a change of name to NSW Fair Trading, please quote your licence number as a reference in the covering correspondence.

### Change of Directors

To advise of change of directors appointed to a licensed corporation, provide a copy of Australian Securities and Investments Commission (ASIC) records confirming the changes made, including evidence of identification for new directors; as well as evidence of identification (such as a copy of a driver licence or passport) for any new directors being appointed.

When sending evidence of a change of directors to NSW Fair Trading, please quote your licence number as a reference in the covering correspondence.

### Processing time

Fair Trading will not send you confirmation that the details in this form have been recorded, unless you are advising of a change to your principal place or additional places of business. You can also confirm that changes to your principal and additional places of business have been updated by going to the NSW Fair Trading website at [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) and clicking on "Check a licence → Select conveyancer's licence". *Please allow up to 6 weeks for this information to be processed and updated on the NSW online licence check facility.*