



# APPLICATION FOR A SALESPERSON REGISTRATION

Agents Act 2003  
Agents Regulation 2003

## PURPOSE

This form is to be used to apply for registration as a salesperson under the *Agents Act 2003* (the Act). You can access the legislation at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR).

## PRIVACY

The Act authorises the Commissioner for Fair Trading to collect the personal information required by this form for the purposes of issuing a registration under the Act. The Commissioner for Fair Trading prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Commissioner for Fair Trading provides identifiable information to law enforcement and other organisations that have legal authority to request information under prescribed circumstances.

## INSTRUCTIONS FOR COMPLETION & IMPORTANT INFORMATION

- This application form applies to the registration of real estate, business, stock and station salespeople and property managers.
- Complete this form using a black or blue pen only.
- Please identify the term of registration you require by marking the relevant box on page two of the application and include the appropriate fee as identified on the website.
- Only eligible persons may apply for a registration. An eligible person is an adult that has not been convicted or found guilty of a disqualifying offence, being an offence that involves dishonesty, either in Australia or another country.
- You must publish a notice of intention to apply for a salesperson registration on the ACT Government website (at no cost to you) or in The Canberra Times (at your own cost). To enable Access Canberra to publish your notice online ([www.act.gov.au/publicnotices](http://www.act.gov.au/publicnotices)), tick the consent box on page 2 of this form. Access Canberra undertakes to publish the notice within 5 business days of receiving your application. Your registration will then be issued 10 business days later, unless an objection is received. **Note:** If you place your notice in The Canberra Times, you must submit your completed application with the notice and other supporting documentation to Access Canberra **within 10 days** of the advertisement appearing. A Notice of Intention is not required if you are applying for a registration under mutual recognition.

### RECOMMENDED WORDING FOR APPLICANTS ADVERTISING IN THE CANBERRA TIMES

*I (insert your name) of (postal or business address) give notice that I intend to apply for registration as a (real estate, business and/or stock and station salesperson) under the Agents Act 2003. Objections may only be lodged in writing with the Commissioner for Fair Trading, GPO Box 158, Canberra ACT 2601 and with me at the above address within ten business days of the publication of this notice.*

- You must attach the original or a certified copy of a Police Certificate issued by the Australian Federal Police or CrimTrac dated no earlier than 2 months prior to the date of this application and certified copies of two forms of identification.
- Cheques should be made in favour of Access Canberra.
- Applicants applying for registration as a salesperson under mutual recognition of an existing registration in another jurisdiction must complete the entire form.

## TRANSLATING AND INTERPRETING SERVICE

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.

## LODGEMENT AND CONTACT INFORMATION

**Email:**  
[Ors.bil@act.gov.au](mailto:Ors.bil@act.gov.au)

**Post:**  
Access Canberra  
Business and Industry Licensing  
GPO Box 158  
Canberra, ACT 2601

**In Person:**  
Please visit  
[www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR)  
Or call **132281** to find an  
Access Canberra Shopfront.



# APPLICATION FOR A SALESPERSON REGISTRATION

Agents Act 2003  
Agents Regulation 2003

REGISTRATION DETAILS		
<input type="checkbox"/> 1 year registration	<input type="checkbox"/> 3 year registration	<input type="checkbox"/> 3 year registration with annual payment
<b>Registration Type</b>	<input type="checkbox"/> Registered Real Estate Salesperson	<input type="checkbox"/> Conditional Real Estate Salesperson
<input type="checkbox"/> Business Salesperson	<input type="checkbox"/> Stock and Station Salesperson	<input type="checkbox"/> Property Manager
APPLICANT DETAILS		
<b>TITLE</b> ( <i>Mr, Mrs, Ms</i> )	<b>GIVEN NAMES</b>	<b>SURNAME</b>
<b>HOME ADDRESS</b> ( <i>Property Name, Unit, Flat No, Street Number, Street Name</i> )		
<b>CITY / SUBURB / TOWN</b>	<b>STATE / TERRITORY</b>	<b>POSTCODE</b>
<b>POSTAL ADDRESS</b> ( <i>If different to home address</i> )		
<b>CITY/ SUBURB/ TOWN</b>	<b>STATE / TERRITORY</b>	<b>POSTCODE</b>
<b>HOME TELEPHONE NUMBER</b>	<b>MOBILE TELEPHONE NUMBER</b>	
( )		
<b>WORK TELEPHONE NUMBER</b>	<b>EMAIL ADDRESS</b>	
( )		
<b>DECLARATION BY APPLICANT</b>		
I have included the following documents with my application and confirm that the information provided in this application is true and accurate. I understand that the provision of false or misleading information is an offence.		
<input type="checkbox"/> A Police Certificate issued by the AFP or CrimTrac issued not earlier than 2 months before the lodgement of this application (not required if application is being made under mutual recognition). <input type="checkbox"/> Evidence (original or certified copies) of my attainment of competency in the qualifications for registration or enrollment in the course to obtain qualifications for a conditional registration. <input type="checkbox"/> Certified copies of two forms of identification (one must be photographic).		
Notice of intent to apply for a registration (not required if application is being made under mutual recognition).		
<input type="checkbox"/>	I consent to Access Canberra publishing my notice of intention to apply for a Salesperson registration on the ACT Government Website.	OR <input type="checkbox"/> I have attached The Canberra Times Notice stating my intention to apply for a Salesperson registration that was published within the last 10 working days
	Signature of Applicant	Date / /20
		Date Received Details (Access Canberra Stamp)



# APPLICATION FOR A SALESPERSON REGISTRATION

Agents Act 2003  
Agents Regulation 2003

## STATUTORY DECLARATION – APPLICANT

Statutory Declarations Act 1959 (Commonwealth)

I, Name in full  
of Full residential address  
whose current occupation is \_\_\_\_\_

make the following declaration under the *Statutory Declarations Act 1959* in support of an application for a registration under the *Agents Act 2003*;

- |    |   |                              |                             |
|----|---|------------------------------|-----------------------------|
| 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  | Are you disqualified under a corresponding law from holding an authority (however described) to be a registered salesperson?                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10 | Do you hold an authority (however described) under a corresponding law to be an employee of an agent that is suspended?                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11 | 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 |
| 12 | Are you in partnership with a person who is disqualified from being licensed or registered  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Disqualifying Offences**  
For the purpose of all application for registration under the Agents Act 2003 a reference to disqualifying offence means any offence or offences involving dishonesty.

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

Declared at \_\_\_\_\_ On the \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

Before me ✖  
\_\_\_\_\_  
Signature of witness Full name of witness

\_\_\_\_\_  
of Full residential address  
whose qualification is \_\_\_\_\_



# APPLICATION FOR A SALESPERSON REGISTRATION

Agents Act 2003  
Agents Regulation 2003

## ADDITIONAL PARTICULARS FORM

### FULL NAME OF LICENSED AGENT WHO WILL EMPLOY YOU IN THE ACT

Licence Number 1840

### COPY OF ADVERTISEMENT IN THE CANBERRA TIMES (where applicable)

Date of Advertisement / /20

Page No:

Copy Attached

### PRESCRIBED QUALIFICATIONS FOR REGISTRATION OF A SALESPERSON

Registration Type	Qualification required for registration	Tick Information provided	Access Canberra use only
Real estate, stock and station or business salesperson	You need to provide evidenc of attainment in each of the units listed below from the Property Services Training Package (CPP07): <ol style="list-style-type: none"> <li>1. CPPDSM4007A Indentify legal and ethical requirments of property management to complete agency work</li> <li>2. CPPDSM4008A Indentify legal and ethical requirements of property sales to complete agency work</li> <li>3. CPPDSM4009A Interpret legislation to complete agency work</li> <li>4. CPPDSM4015A Minimise agency and cosnmer risk</li> <li>5. CPPDSM4080A Work in the real estate industry</li> </ol>	<input type="checkbox"/>	QUAL/MR
	Or evidence of attainment of competency in the units of competency for Property Development and Management Training Package (PRD01)	<input type="checkbox"/>	QUAL/MR

### COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A CONDITIONAL REGISTRATION DETAILS OF THE LICENSED AGENT WHO EMPLOYS YOU OR WILL EMPLOY YOU

If you do not posses a statement of attainment or qualification for all the prescribed units of competency, but you are enrolled in a course that will lead to the issue of a statement of attainment or qualification you may be registered provided that you work under the direct supervision of a licensed agent. Your registration will be invalid if your enrolment ceases or if you cease working under the direct supervision of a licensed agent.

FULL NAME OF LICENSED AGENT WHO WILL EMPLOY YOU	SUPERVISOR'S LICENCE NUMBER
	1840

Conditional real estate, business or stock and station salesperson	Name of Course you are enrolled in:	
	Name of Registered Training Provider:	
	Evidence of Enrolment must be attached:	<input type="checkbox"/>



