

LICENCE AMENDMENT APPLICATION

Motor Dealers and Repairers Act 2013

Change Licensee Name or Change Licence Email / Postal Address

Use this amendment form to notify Fair Trading of the following changes of particulars to a licence under the *Motor Dealers and Repairers Act 2013*:

- Change licensee name
- Change of licence email / postal address

No fee is payable.

PARTICULARS OF LICENSEE

Licence No.:

Licensee Name:

A C N

CONTACT PERSON

Provide the name of a person that may be contacted if any questions arise during the processing of this amendment application.

Name:

Position:

Telephone:

Mobile:

Email:

How to lodge this form



Mail

Send to:

**Business Licensing
Locked Bag 5138
PARRAMATTA NSW 2124**

OR



In person at:

Service NSW Service Centre

For your nearest Service NSW Service Centre, go to www.service.nsw.gov.au or telephone 13 77 88.

USE BLOCK LETTERS WHEN COMPLETING THIS FORM

CHANGE LICENCE EMAIL ADDRESS

Provide particulars below of your current email address. All correspondence, including renewal notices, will be sent to the nominated email address.

Email Address

Postal address (if any) - correspondence will only be sent to this address if no email address is provided.

CHANGE OF NAME OF LICENSEE (INDIVIDUAL)

Provide details below of any name change of the licensee.

New name of licensee

Surname:

Given Names:

Evidence of name change

Attach to this form evidence of the name change eg copy of Change of Name Certificate or Marriage Certificate.

If no evidence of the name change is attached to this form, the licensee name will not be changed.

NOTE: A licence is not transferrable to another person.

CHANGE OF NAME OF LICENSEE (BODY CORPORATE)

Provide details below of the new name of the licensee.

New Name of Body Corporate:

ACN:

NOTE: A licence is not transferrable. The ACN of the body corporate must remain the same.

Please ensure that the change of name has been recorded with the Australian Securities and Investments Commission.

DECLARATION

INDIVIDUAL - declaration MUST be signed by the applicant.

BODY CORPORATE - declaration MUST be signed by a Director of the body corporate.

I certify that the particulars specified in this amendment application and all attachments are, to the best of my knowledge, true and correct in every detail.

Statement under the *Privacy and Personal Information Protection Act 1998*

The licensee:

1. authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicant's initial and ongoing eligibility to hold this licence;
2. acknowledges that information will be placed on a register open to the public in accordance with the Motor Dealers and Repairers Act 2013;
3. accepts that failure to supply information required on this application form may delay the processing of the application; and
4. has a right to seek access to and correction of information supplied.

Signature: _____ Date: _____

Full Name: _____