

Notice of Change of Address for Licensee

Property, Stock and Business Agents Act 2002

A separate notice 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 notice advising of the change to its details and each licensed director and employed licence holder must also complete and lodge a notice to have their individual records updated.

(Note - Certificate of registration holders must complete and lodge a "Change of Address details – for certificate of registration holders only" form.)

Name of Licensee:
(Corporation or
Individual)

Licence Number:

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

1. Principal place of business

Principal place of
business - street
address only:

Postcode:

2. Email address

Correspondence including
renewals will be sent to this
email address:

3. Correspondence / Postal address

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

Postcode:

3. 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 provide notice of changes to licence particulars in respect of the above-mentioned licence held under the *Property, Stock and Business Agents Act 2002* and certify that the particulars specified in this notice 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 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 *Property, Stock and Business Agents Act 2002*;
3. accepts that failure to supply information required on this notice may delay the processing of the form and;
4. has a right to seek access to and correction of information supplied.

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 notice for your records.

Other changes of details

Business Name

If you wish to advise of a business name under which you will be carrying on the business of an agent at either the above-specified address 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 which is available on the Fair Trading website: www.fairtrading.nsw.gov.au > Property Agents and Managers > Licensing and certification > Property Services Licensing forms.

Partnerships

To advise of a change in a Partnership arrangement, please complete the *Notification of Partnership Particulars* form which is available on the Fair Trading website: www.fairtrading.nsw.gov.au > Property Agents and Managers > Licensing and certification > Property Services Licensing 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.

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.

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 > Check a licence > Property industry.

Please allow up to 6 weeks for this information to be processed and updated on the NSW online licence check facility.

Post to: Property Licensing, NSW Fair Trading, Locked Bag 5104, Parramatta NSW 2024

Email to: LB@finance.nsw.gov.au - write your licence number in the subject field

Telephone enquiries: 02 9619 8799 TTY (telephone for the hearing impaired): 02 9619 8673