

## Licensee-In-Charge Details

### *Conveyancers Licensing Act 2003*

A licensed corporation must employ an individual who holds a current full licence to be the person in charge at each place of business at which the corporation carries on business under the Act subject to the requirements of section 20 of the Act.

Similarly, a licensed individual who carries on business at more than one place must employ a person who holds a current full licence to be the person in charge at each of those places of business, except at the place of business at which the licensed individual is personally in charge.

A licensee may not be in charge of more than one place of business unless an exemption from the provisions of section 20 of the Act has been granted under clause 7 of the *Conveyancers Licensing Regulation 2015*.

Section 20(4) of the Act provides that a person may not be the licensee-in-charge at a place of business on behalf of 2 or more licensees, whether corporations or individuals, unless those licensees are in partnership.

NSW Fair Trading must be notified of partnership arrangements and some partnership arrangements must be approved by the Commissioner for Fair Trading - please use the *Partnership / Sharing of Receipts Application / Notification* form available on [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) > *About Us* > *Ours Services* > *Forms* > *Property Services forms* > *Conveyancers*.

#### **1. Details of the licensed corporation or individual employing the licensee-in-charge:**

Name of licensed corporation or individual: \_\_\_\_\_

A.C. N. (if a licensed corporation): \_\_\_\_\_

Licence number under the Act of the corporation or individual: \_\_\_\_\_

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## 2. Appointment of a Licensee-In-Charge

Name of person to be licensee-in-charge: \_\_\_\_\_

### Declaration by nominated licensee-in-charge:

I declare that my licence number is \_\_\_\_\_ and I am: (*tick the applicable box*)

not the licensee-in-charge of my own place of business or of any other place of business for either the licensee named in Section 1 of this form or any other corporation or individual;

OR

presently the licensee-in-charge of the following place of business located at:

\_\_\_\_\_ Postcode: \_\_\_\_\_  
and have completed the Resignation of *Licensee-in-Charge* section of this form so that I can take up this appointment as licensee-in-charge.

The address of the place of business that I will be in charge of is:

\_\_\_\_\_ Postcode: \_\_\_\_\_

I understand that this place of business will be updated on my individual licence record as my business address.

**Signature of nominated licensee-in-charge:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The appointment must be verified by a director of the licensed corporation or the licensed individual that will be employing the licensee-in-charge.

**Name of Director or licensed individual verifying this appointment:** \_\_\_\_\_

**Director's/licensed individual's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 3. Resignation of Licensee-In-Charge

Name of licensee-in-charge who is resigning: \_\_\_\_\_

### Declaration by resigning licensee-in-charge

I certify that my licence number is: \_\_\_\_\_ and that I am resigning as licensee-in-charge of the following place of business:

\_\_\_\_\_ Postcode: \_\_\_\_\_  
(provide full street address)

I request that the following particulars be updated on my licence record:

Business address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email address: \_\_\_\_\_ @ \_\_\_\_\_  
(Note: if an email address is provided, all correspondence including renewals will be sent to this address)

Postal address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
(All correspondence will only be sent to this address if an email address is not provided)

Telephone Number: \_\_\_\_\_

**Signature of licensee resigning:** \_\_\_\_\_ **Date:** \_\_\_\_\_