

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 carrying on 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:

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Postcode:

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):

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Signature:

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Date:

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Please retain a copy of this form for your records.

Other changes of details

If the licensee wants to advise of other changes pertaining to the licence held, such as:

- a change to the appointed directors of a licensed corporation; or
- a change of licensee-in-charge (with no accompanying changes of address); or
- a change of name; or
- a change to partnership arrangements; (all partnership arrangements must be approved by the Director-General)

these details should be provided in a separate letter with appropriate supporting evidence verifying the change, and should specify the licence number to which the change(s) relate.

Appropriate supporting evidence is:

- for **a change of directors**, a copy of ASIC records confirming the changes made;
 - for **a change of licensee in charge**, a letter signed by both the employing licensee and the new licensee-in-charge detailing the employer's licence number, the new licensee's licence number and the address at which the person is now licensee-in-charge;
 - for **a change of corporation name**, 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**, a copy of a document evidencing the change of name such as a Marriage Certificate or Change of Name Certificate.
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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 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.

The completed form may be forwarded to:

Property Licensing
NSW Fair Trading
Locked Bag 5104
Parramatta NSW 2124

OR **Email:** LB@finance.nsw.gov.au
(Include the licensee's licence number in subject line)

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