

OFFICE OF FAIR TRADING

NSW Consumer Protection Agency

ABN 54 625 095 406

Property, Stock and Business Agents Act 2002

Application for a CERTIFICATE of REGISTRATION

Fee: \$101* GST EXEMPT - This fee will increase on 1 July each year

*Processing component of the fee will be retained by the Office if the application is refused or withdrawn

You must attach evidence of completion of competency standards or relevant educational requirements before lodging your application. See *Information Guide To Qualifications for more details.*

Cheques and money orders should be made payable to the Office of Fair Trading.

Post to: Property Services Licensing
Office of Fair Trading
PO Box Q164
QVB Post Shop
SYDNEY NSW 1230

Please allow 6 weeks for the processing of your application

For any enquiries regarding this application contact: Tel: (02) 9372 9299 Fax : (02) 9372 9060

You may wish to visit the Office's website at www.fairtrading.nsw.gov.au

Office use only

Application No:

LE No:

Amt / Chq / Cash stamp:

APPLICANT DETAILS

Surname

Given Name(s)

[Input fields for Surname and Given Name(s)]

Have you ever been known by another name (including maiden name) ? YES / NO

If YES, please provide relevant details.

[Input field for details of other names]

Postal Address

Postcode

[Input fields for Postal Address and Postcode]

Telephone / Mobile Number

Drivers Licence Number

[Input field for Telephone / Mobile Number]

[Input field for Drivers Licence Number]

Date of Birth (Must be over 16 years)

Place of Birth

[Input field for Date of Birth]

[Input field for Place of Birth]

Employer's Name and Address of Office where you will be employed

[Input field for Employer's Name and Address]

DISCLOSURES

The Office of Fair Trading will conduct a number of checks to determine if the applicant is not a disqualified person and is fit and proper to hold a certificate under the Act.

If you answer YES to any of the questions, please provide full details on a separate sheet:

1. Have you been convicted in NSW or elsewhere of ANY offence that was recorded in the last 10 years ? YES / NO
2. Have you had a conviction recorded in the last 5 years for an offence of licence or certificate lending under this Act or licence lending under the repealed Act ? YES / NO
3. Are now, or have you been in the preceeding 3 years, an undischarged bankrupt ? YES / NO
4. Have you in the preceding 3 years, applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with your creditors or made an assignment of your remuneration for their benefit ? YES / NO
5. Are you a director or person concerned in the management of any corporation that is the subject of a winding up order or the appointment of a controller or administrator ? YES / NO
6. In the preceding 3 years were you a director or person concerned in the management of any corporation which was the subject of a winding up order or the appointment of a controller or administrator ? YES / NO
7. Are you disqualified in any way under this Act or the repealed Act ? YES / NO
8. Are you disqualified from holding a licence, certificate of registration or other authority under a corresponding law or the holder of such a licence, certificate of registration or other authority that is suspended ? YES / NO
9. Do you hold a licence, certificate of registration, permit or other authority that has been suspended under the Fair Trading Act 1987 ? YES / NO
10. Do you owe an amount to the Crown for the recovery of payments from the Compensation Fund ? YES / NO
11. Do you owe a monetary penalty payable in relation to disciplinary proceedings or failed to comply with a direction given by the Commissioner under the Act ? YES / NO
12. Do you hold or have you previously held, a licence or certificate of registration in NSW under the former Property, Stock and Business Agents Act 1941 or the Property, Stock and Business Agents Act 2002 ? YES / NO
If YES, please provide number
13. Do you hold or have you previously held a licence or certificate of registration under any similar Act in any other State or Territory of Australia? YES / NO
If YES, please provide number and State/Territory

Number

State / Territory

EDUCATIONAL QUALIFICATIONS

You must attach evidence of completion of the competency standards or relevant educational requirements. Please refer to *"Information Guide to Qualifications under the Property, Stock and Business Agents Act 2002"* (on page 5 of this application).

IMPORTANT: FAILURE TO PROVIDE DOCUMENTARY EVIDENCE REQUESTED WILL RESULT IN APPLICATION BEING REFUSED

ELIGIBILITY

Under Section 14 a person is eligible to hold a certificate of registration if:

1. at least 16 years of age,
2. is a fit and proper person to hold a a certificate of registration,
3. has met the relevant competency standard or relevant educational requirements to hold a certificate of registration,
4. is not a disqualified person under Section 16 of the Act.

DECLARATION BY APPLICANT

This declaration **MUST** be signed by the applicant.

I hereby apply for a certificate of registration and certify that the particulars specified in this 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.

The applicant for this certificate

1. authorises the Office of 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 certificate of registration,
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 application form may delay the processing of the application,
4. has a right to seek access to and correction of information supplied.

Signature _____

Date

/ /

**SECTION TO BE SIGNED BY LICENSEE-IN-CHARGE OF OFFICE
WHERE APPLICANT IS TO BE EMPLOYED**

I certify that _____ is to be employed

(Full name of applicant)

at the following office address _____

Name of Person or Corporation to employ Applicant _____

Business Name (if any) _____

Business Name Number _____

Licence Number of employer _____

Name of Licensee-in-Charge _____

Licence Number of Licensee-in-Charge _____

Licensee Class(es) held by Licensee- in-Charge _____

Telephone: () _____ Facsimile: () _____

I certify that I have read and noted the applicant's disclosures in this application

Signature of Licensee-in-Charge: _____ Date: / /

INFORMATION GUIDE

TO QUALIFICATIONS UNDER

PROPERTY, STOCK AND BUSINESS AGENTS ACT 2002

Certificate of Registration

A salesperson or a registered manager may perform any of the functions of a licensed agent. They must do so under the supervision of the person who is the licensee in charge of the place of business at which they are employed, and who is the holder of a licence under the Act. Certificate holders may only undertake those activities for which their employer is licensed.

Summary of approved qualification requirements for certificates of registration

Certificate of registration as a real estate salesperson

A Statement of attainment or a qualification demonstrating the person has successfully completed the following unit of competency and modules:

- (a) PRDRE35A-Communicate effectively and accurately with clients,
- (b) New South Wales Module 17319A-Work in the Real Estate Sector,
- (c) New South Wales Module 17319B-Prepare for work in property industry.

Certificate of registration as a stock and station salesperson

A statement of attainment or a qualification demonstrating the person has successfully completed the following unit of competency and modules:

- (a) PRDRE35A-Communicate effectively and accurately with clients,
- (b) New South Wales Module 17320A-Work in the Stock & Station Sector,
- (c) New South Wales Module 17319B-Prepare for work in property industry.

Certificate of registration as a business salesperson

A statement of attainment or a qualification demonstrating the person has successfully completed the following unit of competency and modules:

- (a) PRDRE35A-Communicate effectively and accurately with clients,
- (b) New South Wales Module 17322A-Work in the Business Broking Sector,
- (c) New South Wales Module 17319B-Prepare for work in property industry.

Certificate of registration as a registered strata manager or registered community manager

A statement of attainment or a qualification demonstrating the person has successfully completed the following unit of competency and modules:

- (a) PRDRE35A-Communicate effectively and accurately with clients,
- (b) New South Wales Module 17321A-Work in the Strata Management Sector,
- (c) New South Wales Module 17319B-Prepare for work in property industry.

Certificate of registration as a registered on-site residential property manager

A statement of attainment or a qualification demonstrating the person has successfully completed the following unit of competency and module:

- (a) PRDRE35A-Communicate effectively and accurately with clients,
- (b) New South Wales Module 17319B-Prepare for work in property industry.

