

SETTLEMENT AGENT BUSINESS REFERENCE TEMPLATE

- References from relatives/domestic partners, subordinates, business partners or co-directors will not generally be accepted.
- At least one reference must be from a person external to the individual's current place of employment.
- **References should be as detailed as possible but include only information that is relevant to the individual's suitability to hold a settlement agent's licence and/or be concerned in the management or control of a settlement agent's business. Any additional relevant information should be attached.**
- Individuals applying for a licence in their own right must have a minimum of two years' full-time relevant experience immediately prior to the application being made. Where applicable, references should outline the individual's relevant experience within this period.
- The answers provided should be limited to the individual's character and repute and fitness to hold a licence.
- Where the Commissioner for Consumer Protection (the Commissioner) is unable to determine the individual's suitability to hold a settlement agent's licence due to insufficient information being provided in support of the application, this reference will not be accepted.

The information provided will assist the Commissioner in determining whether the individual is of good character and repute, and a fit and proper person to be granted a settlement agent's licence, and/or to be concerned in the management or control of a settlement agent's business, pursuant to sections 27, 28 or 29 of the *Settlement Agents Act 1981* (the Act). Please keep your answers relevant to these matters in a professional context.

Individual for whom reference provided: _____

Name of Body Corporate/Partnership (if applicable): _____

Questions (to be completed by the referee)

1. How long have you known the individual? _____
2. Are you related to the individual in any way? _____
3. What is the capacity and extent of your business relationship (and social relationship, if any) with the individual?

4. Please indicate, to the best of your knowledge, the type, scope and extent of the individual's settlement experience in the last five years.

5. If the individual is a director/partner of a settlement agency, what experience do they bring to make them suitable to be involved in the management or control of that agency's business?

- I consider the individual to be a person of good character and repute and a fit and proper person to hold a licence and/or be concerned as a director or partner of, or in the management or control of, a settlement agent's business.
- I believe that the individual reasonably understands the duties and obligations imposed on them by the Act.
- I am not aware of any reason why the individual would not be eligible for, or should not be granted, a settlement agent's licence and/or be concerned as a director or partner of, or involved with the management or control of, a settlement agent's business.
- I am not aware of any reason why the individual may not have sufficient material and financial resources available to comply with the requirements of the Act.
- I believe the individual to be capable of carrying on the business of a real estate settlement agent and/or business settlement agent with the general public without supervision.

I declare that the particulars and answers given in respect of this reference in support of this application are, to the best of my knowledge and belief, true and correct and the attachments hereto are what they purport to be. Further, I understand that providing a false or misleading statement in an application is an offence under section 111A of the Act.

Referee's full name:

Referee's job title and place of employment:

Referee's contact number:

Signature of referee:

Date: