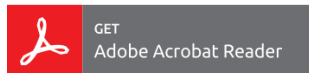


# New Application

## Debt Collector's Licence (Company)

USE ADOBE ACROBAT READER WITH THIS FORM



This form is designed to be used with the FREE Adobe Acrobat Reader application.  
[Click here to download Acrobat Reader.](#) Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

### Application Checklist

Your application can only be processed if **ALL** of the relevant information and supporting documentation is provided. Use this checklist to ensure that you complete all parts of your application and have all necessary supporting documents ready to attach. Please check that:

- all sections of this form are complete;
- the three (3) business testimonials for each director of the company have been completed using the pro forma available on the website, and are attached;
- the original fidelity bond or approved security for the sum of \$10,000 is attached;
- written notification of your trust account details, and confirmation from your bank, is attached;
- payment of the prescribed fee is ready to be made.

### Duration of licence

If granted, your Licence will be issued for a period of up to three (3) years.

### Application fee

Please refer to our website for the [current prescribed fees](#).

The fee is exempt from GST and subject to change without notice. Part payment cannot be accepted. Cheques should be made payable to the Commissioner for Consumer Protection.

### Enquiries

Licensing Advice Line: 1300 304 064  
Licensing Email: [cplicensing@lgirs.wa.gov.au](mailto:cplicensing@lgirs.wa.gov.au)  
Overseas Callers: +61 8 6251 2969

### Lodgement options

#### In person

Customer Service  
Level 1, Mason Bird Building  
303 Sevenoaks Street CANNINGTON  
Hours: 8:30am to 4:30pm, Monday to Friday

#### By post

Licensing Services  
Department of Local Government, Industry  
Regulation and Safety  
Locked Bag 14  
CLOISTERS SQUARE WA 6850

General Enquiries: 1300 304 054  
Web Site: [www.wa.gov.au/organisation/service-delivery/consumer-protection-licensing-and-registration](http://www.wa.gov.au/organisation/service-delivery/consumer-protection-licensing-and-registration)

### Credit card payment details

Card Type  Visa  Mastercard (only Mastercard and Visa accepted)

Card Number

Cardholder Name  Expiry Date

Cardholder Signature:  Date  Contact Number

I authorise the Department to deduct the current prescribed fee\*

#### Office use only

Total fee	Department code	Chart Description
\$	DC	Debt Collector's Licence

## New Application: Debt Collector's Licence (Company)

### Details of applicant

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Name of company/body corporate:

ACN / ABN:

Business email address:

Business contact number:  
(mobile number preferred)

**We use email/SMS for contact purposes and to send courtesy renewal reminders, so it is important that you notify the Commissioner should your electronic contact details change.**

Business name (if applicable):

**NOTE:** A licensee who intends to carry on business under a business name must have registered that business name with ASIC under the *Business Names Registration Act 2011*. For further information or to register a business name, visit [www.asic.gov.au](http://www.asic.gov.au).

### Principal place of business

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Street address:

Suburb:  State:  Postcode:

### Postal address (if different to above)

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Street address:

Suburb:  State:  Postcode:

# New Application: Debt Collector's Licence (Company)

## Receipt of trust monies

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**A** The company **does not** intend to receive or hold trust monies and, if such monies are received, we will notify the Commissioner for Consumer Protection, in writing, of the trust account.

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**B** The company intends to receive or hold trust monies and therefore provides details of the trust account.

Name of financial institution:

Address of financial institution:

BSB:

Account number:

**Attach** documentation from the financial institution evidencing the trust account details.

## Fidelity Bond or Bank Guarantee

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You must **attach the original** fidelity bond or approved security (bank guarantee) for the sum of \$10,000. [Further information](#) can be found on our website under the heading 'Fidelity bond and bank guarantee information'.

**Fidelity bond**      Expiry date:

Name of institution providing bond:

Address of institution:

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**Bank guarantee**      Name of institution providing guarantee:

Address of institution:

# New Application: Debt Collector's Licence (Company)

## Company Director information

Each director must be at least 21 years of age and provide three (3) testimonials using the pro forma titled [Debt Collector Business Reference Template](#), which is available to download from our website under the heading 'Business reference'. They must also complete the following:

	Full legal name	Address	Date of birth	Place of birth	Name of referee	Address of referee	Occupation of referee
1							
2							
3							

Attach additional pages if necessary

## Submission

Submitted by:  Role:  Director  Company Secretary  Manager  Other:

Signature:  Date: