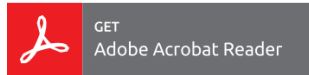




# Renewal Application

## Real Estate / Business Settlement Agent's Triennial Certificate (Individual)

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;
- your Australian police check is ready to attach;
- a current copy of your Professional Indemnity and Fidelity Insurance Coverage from the Professional Indemnity and Fidelity Master Policy is ready to attach (if applicable); and
- payment of the prescribed fee is ready to be made.

### Application fee

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

The total fee payable includes a triennial certificate/licence fee and a contribution to the fidelity guarantee fund. It 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.

### 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

### 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  
General Enquiries: 1300 304 054

CPD Enquiries: [cpd@lgirs.wa.gov.au](mailto:cpd@lgirs.wa.gov.au).  
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

Licence No	Department Code	SA <input type="checkbox"/> SB <input type="checkbox"/>	Chart Description	<input type="checkbox"/> Application Fee <input type="checkbox"/> FRE Agents Fidelity Contribution
Total Fee	Link to Licence	YES	Chart Key	<input checked="" type="checkbox"/> I

# Renewal Application: Real Estate / Business Settlement Agent's Triennial Certificate (Individual)

## General Information

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In this form, 'the Act' means the *Settlement Agents Act 1981* and subsidiary legislation. The term 'the Commissioner' means the Commissioner for Consumer Protection.

## Licence holder details

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Licence number:	<input type="text" value="SA/SB"/>	ABN:	<input type="text"/>
Full legal name:	<input type="text"/>		
Personal email address:	<input type="text"/>		
Mobile number:	<input type="text"/>		

**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.**

**If you have legally changed your name since the grant of your licence, or since your last renewal, you must provide a copy of your change of name document (or marriage certificate) as well as a copy of your photographic identification in your new name.**

## Residential address

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Street address:		
<input type="text"/>		
Suburb:	State:	Postcode:
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Postal address (if different to above)

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Street address:		
<input type="text"/>		
Suburb:	State:	Postcode:
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Address for the purpose of the Register

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**This address will be publicly available and cannot be a PO Box**

Street address:		
<input type="text"/>		
Suburb:	State:	Postcode:
<input type="text"/>	<input type="text"/>	<input type="text"/>

# Renewal Application: Real Estate / Business Settlement Agent's Triennial Certificate (Individual)

## Character and Fitness

You must provide an Australian police check in your full legal name which is less than three (3) months old. Information about our [current police check requirements](#) can be found on our website.

Please answer either 'Yes' or 'No' to the following questions. If the answer to any of the questions is 'Yes', you may be contacted to provide additional information as part of the application process.

### Since your last application, have/are you:

1. been convicted or found guilty of **any** offences, including convictions which resulted in a suspended sentence? Yes  No   
*Include all offences which went to Court, including traffic offences. Do not include spent convictions.*
2. aware of **any** legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review? Yes  No
3. been the subject of **any** adverse findings by a Government Board, Tribunal or Agency (e.g. the Corruption and Crime Commission)? Yes  No
4. had **any** occupational licence or application refused, cancelled or suspended? Yes  No
5. been disqualified from holding **any** occupational licence? Yes  No
6. been subject to **any** disciplinary action by a licensing authority? Yes  No
7. had **any** investigations or legal proceedings commenced against you or an associated entity which may result in action being taken in relation to an occupational licence currently held? Yes  No
8. in liquidation, under official management or an undischarged bankrupt? Yes  No
9. having affairs administered under **any** bankruptcy laws? Yes  No
10. a director of a corporation which has been subject to **any** form of insolvency administration? Yes  No

## Employment information

Please select from one of the following options:

- Sole Trader/Self-Employed  Employee  Not currently employed

If you are an employee, please complete the following:

Employer's Name and Licence Number	SA/SB
Employer's Trading Name (if applicable)	
Employer's Business Address	
In what capacity are you employed (select all options that apply)	<input type="checkbox"/> Person in <i>bona fide</i> control <input type="checkbox"/> Director <input type="checkbox"/> Branch Manager <input type="checkbox"/> Conveyancer/Employee

# Renewal Application: Real Estate / Business Settlement Agent's Triennial Certificate (Individual)

## Late Renewal Applications – submitted after triennial certificate expires

If your renewal application is submitted after the expiry of your triennial certificate but within 60 days, the following conditions apply:

### **A) Applications lodged within one month of expiry:**

If your application is approved, the renewed certificate will be valid for three (3) years from the day after the certificate expired.

### **B) Applications lodged more than one month but within 60 days of expiry:**

If your application is approved, the Commissioner may determine the new three (3) year period to commence either:

- from the date the renewal is granted; or
- from the day after the certificate expired, provided you demonstrate reasonable cause in the space below.

### **C) Applications lodged more than 60 days after expiry:**

These will only be accepted if the licence was placed on hold within 60 days of expiry. If not, the licence is considered ceased and cannot be renewed.

## Late Renewal Applications – following surrender and licence on hold

If you previously surrendered your triennial certificate and placed your licence on hold, the following applies when seeking renewal:

### **D) Applications lodged within one month of surrender:**

If your application is approved, the renewed certificate will be valid for three (3) years from the day after the certificate was surrendered.

### **E) Applications lodged more than one month but within 12 months of surrender:**

If your application is approved, the Commissioner may determine the new three (3) year period to commence either:

- from the date the renewal is granted; or
- from the day after the certificate was surrendered, provided you demonstrate reasonable cause in the space below.

### **F) Applications lodged more than 12 months after surrender:**

If your application is approved, the renewed certificate will be valid for three (3) years from the date the renewal is granted.

Provide reason/s as per B) and E) above (attach additional pages if required):

# Renewal Application: Real Estate / Business Settlement Agent's Triennial Certificate (Individual)

## Professional Indemnity Insurance (PII)

In accordance with section 35 of the Act, each triennial certificate holder that is trading in their own right or acting as the person in *bona fide* control or branch manager of a licensed settlement agency must at all times be insured and hold a current certificate of insurance under the Commissioner's Master Policy Agreement. For information about obtaining insurance under the Master Policy Agreement, email Marsh Insurance Brokers at [kylie.zoghbi@marsh.com](mailto:kylie.zoghbi@marsh.com).

If you are trading in your own right, you **must** provide a copy of your current Certificate of Insurance.

If you are acting as the person in *bona fide* control or branch manager of a licensed settlement agency, you **must** attach a copy of the current certificate of insurance for the trading entity. Ensure the certificate of insurance also includes your name as the "Insured", along with the name of the trading entity.

## Financial information

The Commissioner cannot renew a triennial certificate unless satisfied that the applicant has sufficient material and financial resources available to comply with the requirements of the Act. To assist with this assessment, a credit report will be obtained as part of the application process. You must also answer/complete the following:

1. Do you believe that you have sufficient financial resources to enable you to carry on business as an agent and to comply with the requirements of the Act?  YES  NO
2. A **confidential** Statement of Assets and Liabilities:

<b>Assets</b>	\$
<b>Liabilities</b>	\$
<b>Net Worth</b>	\$

## Authorisation and Declaration

In order to assist with the determination of this application, I authorise the Commissioner, or persons so directed, to obtain on my behalf any document, record, file or information that may be necessary and relevant to consider my fitness and propriety to hold a licence, including but not limited to records relating to my criminal history or current/previous occupational licences or other relevant information.

I confirm I understand fully the duties and obligations imposed on myself under the Act, Regulations and associated Code of Conduct. I understand that providing false or misleading information to the Commissioner or Chief Executive Officer is an offence under section 111A of the Act.

Applicant's full name:

Signature:

Date: