

Body Corporate Name.....

Principal place
(Trading Name and Address)

..... Telephone

Other place(s)
(Trading Name and Address)

..... Telephone

3. Names and addresses of two persons resident in Western Australia willing to act as character referees for proposed licence holder,

(a)
(First name) (Surname)

of
(Address)

(b)
(First name)

of
(Address)

4. Attached is a page of the newspaper
of / / 20.... in which an advertisement of the notice of intention to transfer this licence was published pursuant to Section 18 of the Act.

5. The fee of \$_____ is enclosed herewith.

6. I certify that I am over the age of eighteen years.

7. I certify that the Body Corporate has consented to this application.

Dated this day of 20

.....
Signature of Applicant

.....
Signature of Authorised Officer and Seal of Body Corporate

For Credit Card Payment – applicant to complete

Card Type: Visa Mastercard

Card Number

Card Holder(Please Print)

Expiry Date / Amount \$.....

Card Holder Signature



TRANSFER OF AN EMPLOYMENT AGENTS LICENCE (On behalf of a body corporate or partnership)

When submitting your application, please ensure that the following are attached:-

1. **NEWSPAPER ADVERTISEMENT** - The original advertisement (full page intact) is to be attached. When arranging advertising, please ensure that the notice of your application is published in a daily newspaper circulating throughout Western Australia. Advertisement to be not more than 28 days old at time of lodging your application.
 2. **NATIONAL POLICE CERTIFICATE** - Provide an ORIGINAL (or certified copy) National Police Certificate NOT more than three months old. For information please visit www.commerce.wa.gov.au/CP/policechecks. Certified copies can be accepted and original documents will not be returned.
 3. **TWO CHARACTER REFERENCES** – Original letters from the two character referees nominated on the application form, who are residents of Western Australia stating the reasons why, in their opinion, you (the applicant) are a suitable person to be granted a licence.
 4. **SCALE OF FEES** - Please enclose a draft of your proposed “Scale of Fees” for arranging the employment of permanent, temporary and casual staff. (Refer to the enclosed example for guidance). **This is only required if you intend to change the agencies fees.**
 5. **NOTICE OF EMPLOYMENT OFFERED** - Please enclose a draft of your “Notice of Employment Offered” as required under Section 42(3) of the Act. A pro-forma example is available from the Department’s website.
 6. **CERTIFICATE OF REGISTRATION OR INCORPORATION** (required if a change has occurred since the last application) - If the licence is to be held on behalf of an incorporated body, a copy of the Certificate of Incorporation is to accompany the application.
- OR**
- If the licence is to be held on behalf of a Company or Body Corporate, a copy of the Certificate of Registration of a Company issued by the Australian Securities and Investment Commission (ASIC) is to accompany the application.
7. **CERTIFICATE OF REGISTRATION OF A BUSINESS NAME** – If the licence is to include a trading name(s), a copy of the Certificate(s) of Registration of a Business Name issued by the Australian Securities and Investment Commission (ASIC) is to accompany the application. **This is only required should it be changed since your last application.**
 8. **RESUME** - A detailed resume of any work experience you have had in the employment agents industry (include names of employers, type of experience and relevant dates). Please include details of all your employment history.
 9. **LICENCE FEES** - please visit www.commerce.wa.gov.au/CP/licensingfees for the current prescribed fee. This fee is exempt from both GST and withholding tax.

To assist you to understand your obligations as a licensed Employment Agent you may wish to purchase a copy of the Act and Regulations. For information contact the State Law Publisher, by email at sales@dpc.wa.gov.au, by telephone on (08) 6552 6000 or visit www.slp.wa.gov.au.

If you have any enquiries in relation to the above please contact the Licensing Branch on 1300 30 40 64 or via email to licensingenquiries@commerce.wa.gov.au.