

Notice of Change of Address for Licensee

Property, Stock and Business Agents Act 2002

A separate notice must be completed by each licensee whose licence records need to be updated.

For example, in the case of a licensed corporation that has changed its place of business, the corporation must complete and lodge a notice advising of the change to its details and each licensed director and employed licence holder must also complete and lodge a notice to have their individual records updated.

(Note - Certificate of registration holders must complete and lodge a "Change of Address details – for certificate of registration holders only" form.)

Name of Licensee:
(Corporation or Individual)

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Licence Number:

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You must complete all sections of this Notice, including the Licensee Declaration.

1. Principal place of business

Principal place of business -
street address only:

Postcode:

Business Telephone:

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Is the licensee the owner of
a business operating from
this address?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, provide details
Business Name: _____		
Business Registration Number: _____		
Name of licensee-in-charge of this place of business: _____ Licence No: _____		
<p>(Note: A person may only be the licensee-in-charge of one place of business at a time, unless an exemption has been granted from the requirements of section 31 of the PSBA Act.)</p>		

2. Correspondence / Postal address

Address to which all
correspondence for
this licensee is to be
sent:

Postcode:

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3. Current Residential Address - *Mandatory for individual licence holders only*

Residential street address:		
	Postcode:	
Telephone number:	Home:	Mobile:
Email address:		

4. Additional places of business

If you are employed or carry on business at more than one place of business, please provide the details specified in section 1 for each additional place of business on a separate sheet of paper and attach to this form. This information will be updated and appear on the online licence check facility.

If you are no longer employed or carry on business at an additional place of business that is appearing on the online licence check facility, please specify the street address and telephone number of the additional place of business to be ceased on a separate sheet of paper and attach it to this form.

5. Licensee Declaration

Individual licensee – declaration MUST be signed by the licensee.

Corporation licensee – declaration MUST be signed by a Director of the corporation.

I hereby provide notice of changes to licence particulars in respect of the above-mentioned licence held under the *Property, Stock and Business Agents Act 2002* and certify that the particulars specified in this notice 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 1998*.

The licensee:

1. authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the licensee's ongoing eligibility to hold this licence;
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 notice may delay the processing of the form and;
4. has a right to seek access to and correction of information supplied.

Note: It is an offence under the *Crimes Act 1900* to make a false or misleading statement in this document. The maximum penalty is imprisonment for two years or a fine of \$22,000 or both.

Name (please print):	
Signature:	
Date:	

Please retain a copy of this notice for your records.

Other changes of details

If the licensee wants to advise of other changes pertaining to the licence held, such as:

- a change to the appointed directors of a licensed corporation; or
- a change of licensee-in-charge (with no accompanying changes of address); or
- a change of name; or
- a change to partnership arrangements;

these details should be provided in a separate letter with appropriate supporting evidence verifying the change, and should specify the licence number to which the change(s) relate.

Appropriate supporting evidence is:

- for a change of directors, a copy of ASIC records confirming the changes made;
- for a change of licensee in charge, a letter signed by the new licensee-in-charge;
- for a change of corporation name, a copy of ASIC records confirming the change (NOTE: a change of company name will only be accepted if the licensed corporation's ACN is unchanged. If the company's ACN has changed a new corporation licence will need to be obtained);
- for an individual's change of name, a copy of a document evidencing the change of name such as a Marriage Certificate or Change of Name Certificate.

Processing time

Fair Trading will not send you confirmation that the details in this form have been recorded, unless you are advising of a change to your principal place or additional places of business. You can also confirm that changes to your principal and additional places of business have been updated by going to the NSW Fair Trading website at www.fairtrading.nsw.gov.au and clicking on "Check a property industry licence".

Please allow up to 6 weeks for this information to be processed and updated on the NSW online property licence check facility.

The completed form may be forwarded to:

Property Licensing
NSW Fair Trading
Locked Bag 5104
Parramatta NSW 2124

OR

Facsimile: 02 9619 8711

Email: LB@finance.nsw.gov.au

(Include the licensee's licence number in subject line)

Telephone enquiries: 02 9619 8799

TTY (telephone for the hearing impaired): 02 9619 8673
