

Notification of Partnership Particulars

Property, Stock and Business Agents Act 2002

Where the business of an agent is carried on in a partnership arrangement, particulars of all members of the partnership must be provided to Fair Trading.

All members of a partnership, other than individual members who are not carrying on the business of an agent as part of the partnership arrangement e.g. silent partners [section 8 (5) of the Act], must hold a licence under the *Property, Stock and Business Agents Act 2002*.

Provide particulars of all members of the partnership (including silent partners) below. This form will not be processed unless the signature of each member of the partnership is included on the form.

In the case of a partner that is a licensed corporation, a director of the licensed corporation must sign on behalf of the corporation.

Note: A person is not necessarily in a partnership arrangement with a corporation merely because the person is a director of the corporation.

Contact Person	
Provide the particulars of an individual as a contact person for the purposes of the processing of this form.	
Name:	
Position:	
Licence No. (if applicable):	
Email Address:	
Daytime Phone Number:	

Provide particulars of ALL members of the partnership (commencing, ceasing or continuing)			
Licensed partners are required to provide their licence number.			
Silent partners are required to provide their date and place of birth.			
Full Name of each partner (individual or corporation)	Licence Number or Date and Place of Birth	Tick appropriate box	Date partner commenced/ceased
		<input type="checkbox"/> commenced <input type="checkbox"/> ceased <input type="checkbox"/> continuing	
		<input type="checkbox"/> commenced <input type="checkbox"/> ceased <input type="checkbox"/> continuing	
		<input type="checkbox"/> commenced <input type="checkbox"/> ceased <input type="checkbox"/> continuing	
		<input type="checkbox"/> commenced <input type="checkbox"/> ceased <input type="checkbox"/> continuing	
		<input type="checkbox"/> commenced <input type="checkbox"/> ceased <input type="checkbox"/> continuing	

Note: Silent partners will not appear on the register of licensees or on the online licence check facility. Fair Trading will not provide legal advice concerning silent partners. If you are unsure about the structure of your business you should seek your own independent legal advice before completing this form.

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Declaration by all partners

I hereby provide notice of a change in partnership particulars in respect of the above-mentioned licences 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.

I certify that the particulars and answers given in relation to this form are correct and complete and under the *Privacy and Personal Information Protection Act 1998*:

1. authorise 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. acknowledge, that licence information will be placed on a register open to the public in accordance with the *Property, Stock and Business Agents Act 2002*;
3. accept that failure to supply information required on this form may delay the processing of the form and;
4. have 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 of each partner specified in this form.	If a corporation, name of director signing on its behalf	Signature certifying agreement with the above declaration	Date signed

Please retain a copy of this form for your records.

Processing time

Fair Trading will not send you confirmation that the details in this form have been recorded. However, the updates can be confirmed by going to the NSW Fair Trading website and selecting *Check a property industry licence* in the *Online services* box on the home page.

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

Other changes of details

To advise Fair Trading of a change of address, please complete either the "Notice of Change of Address for licensee" or the "Change of Address Details for certificate of registration holders only" form, as applicable. Each licence or certificate holder affected must complete a relevant form.

To download a form, visit the NSW Fair Trading website - www.fairtrading.nsw.gov.au - select *Forms* in the *Quick Links* box on the home page and follow the prompts or call 13 32 20.

The completed form may be forwarded to:

Property Licensing
NSW Fair Trading
Locked Bag 5104
Parramatta NSW 2124

OR

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