



Fair  
Trading

ABN 81 913 830 179

## TRADESPERSON'S CERTIFICATE AMENDMENT APPLICATION

*Motor Dealers and Repairers Act 2013*

### Change of Name Change of Contact Details

USE BLOCK LETTERS WHEN COMPLETING THIS FORM

Use this amendment form to notify Fair Trading of the following changes of particulars to a tradesperson's certificate under the *Motor Dealers and Repairers Act 2013*:

- Change of name
- Change of address and contact details

No fee is payable.

#### PARTICULARS OF TRADESPERSON'S CERTIFICATE

Tradesperson's Certificate No.:

Holder's Full Name:

#### CHANGE OF NAME OF CERTIFICATE HOLDER

Provide details below of any name change.

##### New name

Surname:

Given Names:

##### Evidence of name change

Attach to this form evidence of the name change eg copy of Change of Name Certificate or Marriage Certificate.

If no evidence of the name change is attached to this form, the licensee name will not be changed.

**NOTE:** A certificate is not transferrable to another person.

#### How to lodge this form

 Mail

Send to:  
**Business Licensing**  
Locked Bag 5138  
PARRAMATTA NSW 2124

OR

 In person at:

**Service NSW Service Centre**

For your nearest Service NSW Service Centre, go to:  
[www.service.nsw.gov.au](http://www.service.nsw.gov.au) or telephone 13 77 88.

**CHANGE OF ADDRESS AND CONTACT DETAILS**

New Residential Address:

|  |           |
|--|-----------|
|  | Postcode: |
|--|-----------|

New Postal Address:

|  |           |
|--|-----------|
|  | Postcode: |
|--|-----------|

Telephone No.:

|  |
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Mobile Telephone No.:

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**Email Address** to which correspondence, renewal applications will be sent:

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**DECLARATION**

**This declaration MUST be signed by the applicant.**

I certify that the particulars specified in this amendment application 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 certificate holder:

1. authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicant's initial and ongoing eligibility to hold this certificate;
2. acknowledges that information will be placed on a register open to the public in accordance with the Motor Dealers and Repairers Act 2013;
3. accepts that failure to supply information required on this application form may delay the processing of the application; and
4. has a right to seek access to and correction of information supplied.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_