



Fair Trading

ABN 81 913 830 179

Conveyancers Licensing Act 2003

Application for a Licence - CORPORATION

OFFICE USE ONLY Form PL-31
Application No.

LICENCE FEE: \$509.00 - applicable from 1 July 2016 to 30 June 2017
(Fees are GST exempt and include a non-refundable processing component)

Before completing this application, please read the accompanying Licence Application Guidelines

How to lodge this document

Online
www.onegov.nsw.gov.au
and receive a discount

Mail
Send to:
Property Licensing
Locked Bag 5104
PARRAMATTA NSW 2124

Service NSW Service Centre
For the location of your nearest Service NSW Service Centre, go to www.service.nsw.gov.au or telephone 13 77 88.

For any enquiries regarding this application contact Property Licensing: Tel: (02) 9619 8799 TTY: (02) 9619 8673

Fair Trading will aim to make a decision on this application within 6 weeks after receiving all relevant information from the applicant and other agencies.

1. APPLICANT DETAILS

Name of corporation: _____

Australian Company Number (A C N): _____

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

_____ @ _____

Postal Address - Correspondence will be sent to this address if an email address is not provided:

_____ Postcode: _____

Telephone No: _____

2. IDENTIFICATION

Each director/secretary must attach to this application legible evidence of their identity such as a copy of a driver licence, photo card, passport, birth certificate or change of name certificate.

3. DETAILS OF DIRECTOR(S) / SECRETARY

Provide the following particulars for each director (and secretary if any) of the applicant corporation.

If there is insufficient space, please provide the particulars of each additional director or secretary on a separate sheet of paper.

Any discrepancies between the directors / secretaries listed in this application and those recorded by the Australian Securities and Investments Commission for the applicant corporation will delay the processing of this application.

Director 1:

Surname: _____ Given Names: _____

Other names the director is, or has been known by (if any, including maiden name): _____

Date of Birth: _____ Place of Birth: _____

Conveyancer's Licence No: _____

Residential Address: _____

_____ Postcode: _____

Telephone No: _____ Mobile No: _____

Email Address: _____

Director 2:

Surname: _____ Given Names: _____

Other names the director is, or has been known by (if any, including maiden name): _____

Date of Birth: _____ Place of Birth: _____

Conveyancer's Licence No. (if applicable): _____

Residential Address: _____

_____ Postcode: _____

Telephone No: _____ Mobile No: _____

Email Address: _____

Note: At least one director must hold a licence under the *Conveyancers Licensing Act 2003*.

Secretary (if applicable):

Surname: _____ Given Names: _____

Other names the secretary is, or has been known by (if any, including maiden name): _____

Date of Birth: _____ Place of Birth: _____

Conveyancer's Licence No. (if applicable): _____

Residential Address: _____

_____ Postcode: _____

Telephone No: _____ Mobile No: _____

Email Address: _____

4. BUSINESS ADDRESS

If the applicant intends to carry on a conveyancing business at more than one place, details of the additional places of business must be provided on a separate sheet of paper and submitted with this application.

New South Wales street address at which the corporation proposes to carry on business:

Postcode: _____

Telephone Number: _____ Mobile Number: _____

Please provide details of any additional places of business on a separate page and submit with this application.

5. DECLARATION BY LICENSEE-IN-CHARGE

Name of person to be licensee-in-charge at the above-specified place of business: _____

I declare that my licence number is _____ and I am: (*tick the applicable box*)

not the licensee-in-charge of my own place of business or any other place of business for the licensee named in Section 1 of this form or any other corporation or individual;

OR

presently the licensee-in-charge of a business owned by _____ at the following place of business located at:

Postcode: _____
and undertake to resign as licensee-in-charge of this place of business prior to the issue of the corporation licence for which this application is being made.

I understand that the place of business specified in section 4 of this form will be updated on my individual licence record as my business address when this corporation licence is granted.

Signature of nominated licensee-in-charge: _____ **Date:** _____

NOTE:

A licensed corporation must employ an individual who holds a current licence to be the licensee-in-charge at each place of business at which the corporation carries on business under the Act subject to the requirements of section 20 of the Act. Each place of business must have a different licensee-in-charge.

6. BUSINESS NAME

If the applicant corporation will be carrying on a conveyancing business at the above-specified address under a business name, **you must attach to this application a copy of a document issued by the Australian Securities and Investments Commission that confirms the applicant corporation is the business name holder.**

A business name will only be added to the corporation's licence record if this document has been provided.

7. PROFESSIONAL INDEMNITY INSURANCE

The *Conveyancers Licensing Regulation 2015* requires a licence holder, when carrying out conveyancing work, to be insured under an approved policy of professional indemnity insurance in force with respect to the licensee. It is a condition of a licence that the holder of the licence be insured as required.

Refer to the accompanying "Licence Application Guidelines" for information on what is an approved policy of professional indemnity Insurance.

8. PARTNERSHIP AND / OR SHARING OF RECEIPTS DETAILS

A licensee must not be in partnership or share receipts with another person unless:

- the other person is a licensee, or
- the partnership and/ or sharing of receipts with that other person is approved by the Commissioner and does not contravene the provisions of the Conveyancers Licensing Act 2003 or regulation.

If the applicant corporation intends to undertake conveyancing work in partnership with another person whether the person is licensed or not, or the applicant corporation intends to share receipts with an unlicensed person, the *Partnership / Sharing of Receipts Application / Notification* must be completed and is available on the Fair Trading website. Go to www.fairtrading.nsw.gov.au > Forms > Property Services Forms > Conveyancers.

9. DISCLOSURE QUESTIONS

1. Has any director or person concerned with the management of the applicant corporation:

- a) been convicted in NSW or elsewhere of ANY offence that was recorded in the last 10 years? YES NO
- b) in the preceding 3 years, been an undischarged bankrupt or applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with his/her creditors or made an assignment of his/her remuneration for their benefit? YES NO
- c) in the preceding 3 years been a director or person concerned in the management of ANY externally-administered body corporate (within the meaning of the Corporations Act (Cth))?
If Yes, provide relevant company names and Australian Company Numbers (ACN). YES NO
- d) in the preceding 3 years ceased to be a director or person concerned in the management of ANY corporation that became an externally-administered body corporate within 12 months of the date they ceased?
If Yes, provide relevant company names and Australian Company Numbers (ACN). YES NO
- e) been removed (otherwise than at his or her own request) from the roll of lawyers kept by the Supreme Court or from a corresponding roll of lawyers kept by a superior court of another State or Territory? YES NO
- f) disqualified from being employed in a law practice by virtue of an order made under Division 1 of Part 3.9 of the [Legal Profession Uniform Law \(NSW\)](#)? YES NO

2. Is any director or person concerned with the management of the applicant corporation currently:

- a) An undischarged bankrupt? YES NO
- b) a director or person concerned in the management of ANY externally-administered body corporate (within the meaning of the Corporations Act 2001)?
If Yes, provide relevant company names and Australian Company Numbers (ACN). YES NO
- c) the holder of a licence or certificate of registration under the Property, Stock and Business Agents Act 2002? YES NO

Disclosure questions continued over page

9. DISCLOSURE QUESTIONS continued

3. Is the applicant corporation or any director or person concerned with the management of the applicant corporation:
- a) disqualified from holding a licence, certificate of registration, permit or other authority under legislation administered by the Minister responsible for Fair Trading or under a corresponding law? YES NO
 - b) the holder of a licence, certificate of registration, permit or other authority that is suspended under legislation administered by the Minister responsible for Fair Trading or under a corresponding law? YES NO
4. Does the applicant corporation or any director or person concerned with the management of the applicant corporation:
- a) owe a debt to the Crown due to payments made by way of recovery of an amount paid out of the Property Services Compensation Fund? YES NO
 - b) owe a monetary penalty payable in relation to disciplinary proceedings or failed to comply with a direction given by the Commissioner under the *Conveyancers Licensing Act 2003*? YES NO
5. Is the applicant corporation the subject of a winding up order or the appointment of a controller or administrator? YES NO

IF YOU ANSWERED "YES" TO ANY OF THE DISCLOSURE QUESTIONS, PROVIDE FULL PARTICULARS BELOW OR ON A SEPARATE SHEET

10. DECLARATION BY APPLICANT

I apply for the grant of a licence under the *Conveyancers Licensing Act 2003* and certify that:

1. I have read the document accompanying this application titled "Licence Application Guidelines";
2. the particulars specified in this application and all attachments are, to the best of my knowledge, true and correct in every detail; and
3. I undertake that the corporation will, when carrying out conveyancing work, be insured under an approved policy of professional indemnity as required by clause 6 of the *Conveyancers Licensing Regulation 2015*.

Statement under the *Privacy and Personal Information Protection Act 1998*.

The applicant for this licence:

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 licence;
2. acknowledges that information will be placed on a register open to the public in accordance with the *Conveyancers Licensing Act 2003*;
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.

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 up to \$22,000 or both.

Signature of Director: _____ Date: _____

Full Name: _____

Note: It is an offence for a corporation to conduct a conveyancing business for fee or reward if the corporation does not hold a conveyancer's licence.

PAYMENT OPTIONS

Indicate your payment method.

Credit Card Cheque

ONLY MasterCard and Visa are accepted. **Credit Card payments are subject to a 0.4% merchant fee.**

Cheques should be made payable to NSW Fair Trading.

DO NOT SEND CASH THROUGH THE POST

If paying by credit card, provide the credit card particulars below.

MasterCard Visa

Credit Card Number:

□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
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Expiry Date:

□	□	/	□	□
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Amount \$:

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Card Holder's Name (BLOCK LETTERS)

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Card Holder's Signature

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