

# CHANGE OF DIRECTOR

## STATEMENT OF DETAILS



Fair Trading

NSW FAIR TRADING - HOME BUILDING SERVICE

13 32 20 www.fairtrading.nsw.gov.au

Office Use Only: <b>Do not stamp this form</b>		Location of SNSW/GAC:	
Application No:		Date Lodged:	

This form should be completed by the newly appointed company director. Please tick the applicable statement below:

- I am updating an existing contractor licence and have attached a current ASIC company extract no older than 30 days from the date of lodgement of this form
- OR**
- I am making an application for a contractor licence and I have already attached a current ASIC company extract no older than 30 days with my company application form

### 1. Details of Company Contractor Licence

Name of Company

ACN

Licence Number  Category of Work  Expiry Date

### 2. Details of Newly Appointed Director

Surname  First Names (full legal names)

Date of Birth  Gender  Male  Female

Business Address (Not PO Box – if no business address, insert your residential address)

Postcode

Phone Number  Mobile Phone Number

Email

### 3. Financial and Criminal History

- You **MUST** read each of the questions below and mark an **X** against matters that you need to declare
  - For any declared matters, you **MUST** provide full details on the relevant additional details form(s). If the required additional details form(s) are not provided, your application will be considered incomplete and can affect the outcome of your application.
- i. Please place an **X** in any of the following if you have ever:
- Had other names or aliases that you have also been known as  
*If you have placed an **X** in the above, complete the "Additional Details Form 1".*
- ii. Please place an **X** if you have ever had any of the following compliance matters arising from your activities related to carrying out of residential building or specialist work by you as an individual or as a director of a company or as a member of a partnership:
- Any complaints lodged
  - Any disciplinary action or proceedings including penalty notices, infringement notices, warnings or formal cautions
  - Any disqualifications from holding a licence or applying for a new licence
  - Any previous licence/certificate suspension or cancellation
  - Any refusals of licence/certificate application
  - Any orders of a Tribunal (NCAT) or other Court Orders
  - Any paid or pending insurance claims against contracts entered into  
*If you have placed an **X** in any of the above, complete the "Additional Details Form 2".*
- iii. Place an **X** if you have had:
- Any criminal history within the last 10 years  
*This includes:*
    - Any recorded conviction for a criminal offence
    - Being subject to a bond
    - Any pending criminal charges
    - Incarceration
    - Being on parole or subject to any parole conditions*If you have placed an **X** in the above, complete the "Additional Details Form 3".*

### 3. Financial and Criminal History (Continued)

iv. Please place an X if within the last 3 years you have been:

- Declared bankrupt
- Discharged from bankruptcy
- Entered into arrangements with creditors or assigned your property to pay debts

If you have placed an X in any of the above, complete the "[Additional Details Form 4](#)".

v. Please place an X if you:

- Are or have been a director of a company that has experienced any insolvency issues
- Ceased being a director of a company and within 12 months of the resignation, the company experienced any insolvency issues

Insolvency issues include:

- Being subject to a winding up order (including creditors' voluntary winding up and/or court ordered winding up)
- Having a controller appointed, or entered into other arrangements with creditors due to insolvency
- Placed in receivership or administration, or under official management

If you have placed an X in any of the above, complete the "[Additional Details Form 5](#)".

vi. Please place an X if you:

- Have read questions i. to v. above and have no matters to declare that require the completion of Additional Details Forms

### 4. Declaration

**Before signing your declaration please note the following penalties for false or misleading statements:**

- Under s.307A of the *Crimes Act 1900* a person is guilty of an offence if she/he makes a false or misleading statement in an application for an authority or benefit. The penalty for false or misleading application is imprisonment for 2 years, or a fine of \$22,000 or both.
- Under s.43(1) of the *Home Building Act 1989*, the Commissioner may cancel a licence if it is later discovered that a licence holder misrepresented information in their licence application.

I,  (insert name) **the newly appointed director to this licence or application, hereby authorise:**

- Fair Trading to make necessary inquiries with any organisation or individual to verify any information provided in this application to establish my identity and my eligibility for a licence or certificate.
- Fair Trading to publicise or pass to other governments and police agencies in other jurisdictions details of any lost or stolen document, to restrict its illegal use
- Any organisation or individual to disclose relevant information to Fair Trading for these purposes
- 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/certificate.

I,  (insert name) **the newly appointed director to this licence or application, hereby authorise:**

- It is a criminal offence under the *Crimes Act 1900* to deliberately make false or misleading statements
- This application and the information provided in this form remains the property of the NSW Government
- Information will be placed on a register open to the public in accordance with the *Home Building Act 1989* and available under the *Government Information (Public Access) Act 2009*
- Failure to supply information required on this form may delay the processing of this application
- I have a right to seek access to and correct any information I have supplied.

I declare that the statements made in this application are true and correct.

Name  Signature  Date: / /

**IMPORTANT: YOU MUST COMPLETE & SIGN THE DECLARATION AND ATTACH A CURRENT COMPANY EXTRACT SHOWING ALL CURRENT DIRECTORS AVAILABLE FROM ASIC ([www.asic.gov.au](http://www.asic.gov.au))**

### Updating details and Lodging this form

- ➔ If any address or contact details for the Company **need to be updated**, please do so by either:
  - completing and lodging a [Change of address and other contact details form](#) to accompany this form
  - calling Fair Trading on 13 32 20

#### Preferred methods of lodgement

- **Lodge in person:** at your local Service NSW.  
For the location of your nearest Service NSW Service Centre, go to [www.service.nsw.gov.au](http://www.service.nsw.gov.au) or telephone 13 77 88.
- **or Email to:** [HBLicensing@customerservice.nsw.gov.au](mailto:HBLicensing@customerservice.nsw.gov.au)

#### OFFICE USE ONLY

- For new applicants or existing licensee  
- current company extract from ASIC  Yes  No
- For existing licensees  
- Form 484 from ASIC  Yes  No