

Certificate of registration assistant agent

Real Estate Salesperson

Stock and Station Salesperson

Strata Managing Salesperson

Conveyancer

Conveyancer Individual

Applicant details

You must advise NSW Fair Trading of any changes to your email, mobile number, or address details.

Given name/s

Surname

Date of birth

Driver licence number

Driver licence state/territory of issue

Email address *This is the primary channel for all correspondence*

Business address (including postcode)

Postal address (including postcode) *If an email address is not provided, all correspondence will be sent here*

Telephone number

Mobile number

Employment & business details

Business name as registered with ASIC

Current business name extract from ASIC must be attached for your application to be processed

Business address (including postcode)

- This is the address in NSW where you intend to be employed or propose to carry on business
- Your nominated address must be located in NSW or within 50kms of the NSW border. If an interstate address is nominated, this address must be registered with the interstate licensing body.
- A licensee must have a registered office address. If the applicant intends to carry on business at more than one place of business, the address nominated below will be taken to be the principal place of business.

Business telephone number

Additional business address (including postcode)

Only provide an additional place of business if you intend on carry on business at more than one address otherwise, please leave blank

Additional business telephone number

Current interstate/trans-Tasman registration for this occupation

Registration includes licence, admission, approval, authority, certificate etc issued by a relevant Australian state/Territory authority or by a relevant New Zealand authority.

Current registration type	
State/country (if New Zealand)	
Registration number	
Expiry date	

- I have attached a certified copy of both sides of the licence card(s) that evidences my existing registration in another Australian state (including territory) or New Zealand; or
- I do not have a current licence card for this registration and will produce to Service NSW other evidence of my interstate registration.

If you are, or have ever been, registered for this or an equivalent occupation in any Australian state (including territory) or in New Zealand, please provide details below (attach additional pages if required)

State/country (If New Zealand)	Type of registration/licence	Reg./licence number	In force Y/N

Special conditions

Please provide details of any special conditions which apply to any such registrations or licences which are not the result of any criminal, civil or disciplinary proceedings

Declaration

Making a false or misleading statement, giving false or misleading information, or producing false or misleading documents is a serious offence which may render you liable to prosecution for offences including under the *Crimes Act 1900* which may result in penalties including a fine or imprisonment.

I declare that I am not the subject of disciplinary proceedings in any Australian state (including Territory) or New Zealand (including any preliminary investigations or action that might lead to disciplinary proceedings) in relation to those occupations.

Agree Disagree

I declare that my registration (including interim deemed registration and automatic deemed registration) in any Australian state (including Territory) or New Zealand is not cancelled or currently suspended as a result of disciplinary action.

Agree Disagree

I declare I am not otherwise personally prohibited from carrying on any such occupation in any Australian state (including Territory) or New Zealand and am not subject to any conditions in carrying on that occupation, as a result of criminal, civil or disciplinary proceedings in any Australian state (including Territory) or New Zealand.

Agree Disagree

Important If you have answered **disagree** to any of the statements above, you must submit a letter explaining the circumstances which led to the criminal, civil or disciplinary action or proceedings, along with any relevant documentation to support your declaration. NSW Fair Trading will determine if further information is required or if the request for grant of registration must be refused.

By signing below, I agree to abide by all conditions of my registration as provided to me by NSW Fair Trading, and I acknowledge NSW Fair Trading may impose additional conditions upon a registration by notifying me of those conditions in writing. I am aware I must comply with all conditions of the registration, and, if I contravene these conditions, I have committed an offence.

Full name

Signature

Date

This document must not be relied on as legal advice. For more information refer to the relevant Act and Regulation which can be viewed or downloaded from www.legislation.nsw.gov.au

Privacy Collection Notice

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PIIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. For determining an application for recognition of your occupation in New South Wales in accordance with the *Property and Stock Agents Act 2002 No 66*, section 41 of *Licensing and Registration (Uniform Procedures) Act 2002 No 28*, section 18 of *Trans-Tasman Mutual Recognition (New South Wales) Act 1996 No 102* and section 19 of *Mutual Recognition Act 1992*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by NSW Fair Trading. We may also use it to administer/update our customer database, including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with provisions under the PIIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit the [Service NSW](#) website.