



Fair Trading

ABN 81 913 830 179

Conveyancers Licensing Act 2003

Application for a Licence - INDIVIDUAL

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

1. LICENCE FEE - (fee specified below is applicable from 1 July 2011 to 30 June 2012)

The fee payable for a conveyancers licence will vary depending on which month the licence is granted. A conveyancer's licence takes effect on the date on which it is granted and (unless sooner suspended or cancelled) remains in force until the following 30 June.

The fee payable consists of: a non refundable processing component of **\$185.00**, a proportionate component of up to **\$204.00**, and a compensation fund component of **\$63.00**.

The proportionate component is the amount payable for the period from when your licence is granted to the following 30 June.

When lodging this application, **pay only** the non refundable processing component. NSW Fair Trading will calculate and request the balance due prior to granting the licence.

Please make your cheque or money order payable to NSW Fair Trading.

Forward the completed application, required documentation and your cheque or money order to:

Property Services Licensing
NSW Fair Trading
PO Box Q164
QVB Post Shop
SYDNEY NSW 1230

OR

Or lodge in person at any Fair Trading Centre.

Office hours: 8:30 am - 5:00 pm Monday – Friday
For the location of your nearest Fair Trading Centre call 13 32 20
Or log on to www.fairtrading.nsw.gov.au

For any enquiries regarding this application contact the Property Services Licensing Unit:-
Tel: (02) 9619 8799 Fax: (02) 9372 9060 TTY 02 9372 9085

Please allow up to six weeks for this application to be processed.

OFFICE USE ONLY
Application No.
L E No.

2. APPLICANT DETAILS

Surname: _____ Given Names: _____

Other names you are, or have been known by (if any, including maiden name): _____

Date of Birth: _____ Place of Birth: _____

Postal Address: _____

Postcode: _____

Driver's Licence No: _____ Telephone No: _____

Mobile Telephone No: _____ Facsimile No: _____

Email Address (if any): _____

3. EMPLOYMENT DETAILS – If employed by a licensed conveyancer

If you intend to be employed by a licensed conveyancer or a corporation licensed under the Conveyancers Licensing Act, provide details below.

Name of Employer: _____

Australian Company Number (ACN) if applicable: _____

Business Name of Employer: _____

Employer's Licence No: _____

Name of Licensee-in-Charge: _____

Licence No. of Licensee-in-Charge: _____

Business Address of Employer: _____

_____ Postcode: _____

Employer's Telephone No: _____ Employer's Facsimile No: _____

4. EMPLOYMENT DETAILS – If employed by a solicitor

If you intend to be employed by a solicitor or an incorporated legal practice, provide details below.

Name of Employer: _____

Australian Company Number (ACN) if applicable: _____

Business Name of Employer: _____

Business Address of Employer: _____

_____ Postcode: _____

Employer's Telephone No: _____ Employer's Facsimile No: _____

5. BUSINESS DETAILS

If you intend to be self-employed or carry on your own business as a licensed conveyancer, provide details below.

Business Name (if any): _____

NSW Business Name Registration No: _____

Business Address: _____

_____ Postcode: _____

Telephone No: _____ Mobile No: _____ Facsimile No: _____

Name of Licensee-in-Charge: _____

Licence No. of Licensee-in-Charge: _____

6. PARTNERSHIP DETAILS

If you intend to perform conveyancing work in partnership with another person, provide particulars of your partner below. Provide particulars of any additional partners on a separate sheet of paper.

A partnership with an individual not licensed under the *Conveyancers Licensing Act 2003* cannot proceed unless specifically approved by the Director General.

Surname: _____ Given Names: _____

Other Names partners are, or have been known by (if any, including maiden name): _____

Date of Birth: _____ Place of Birth: _____

Conveyancer's Licence No: _____

Postal Address: _____

Postcode: _____

If you intend to perform conveyancing work in partnership with a corporation, provide details below.

Provide particulars of any additional partners on a separate sheet of paper.

A partnership with a corporation not licensed under the *Conveyancers Licensing Act 2003* cannot proceed unless specifically approved by the Director-General.

Name of Corporation: _____

Australian Company Number (A C N): _____ Corporation Licence No: _____

NOTE: Sections 26 and 27 of the *Conveyancers Licensing Act 2003* provide that a licensee must not be in partnership or share receipts with another person or corporation unless:

- (i) The other person or corporation is a licensee; or
- (ii) The partnership or the sharing of receipts with that other person or corporation is approved by the Director General.

For further information refer to the accompanying Licence Application Guidelines.

7. PROFESSIONAL INDEMNITY INSURANCE

The *Conveyancers Licensing Regulation 2006* requires the holder of a licence to be insured under an approved policy of professional indemnity insurance in force with respect to the licensee or his or her employer. 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.

Prior to a licence being granted, the applicant must provide evidence that they are insured under an approved policy of professional indemnity insurance (PII). If this evidence is not provided with the application, Fair Trading will write to the applicant requesting such evidence prior to the granting of the licence. If the evidence is then not provided, the application for licence will be refused.

Required evidence is:

- In the case of a conveyancer carrying on business in their own right – copy of the currently approved PII policy in the name of the applicant.
- In the case of a conveyancer employed by another conveyancer - copy of the currently approved PII policy in the name of the employer listing the applicant as an employee.

Professional Indemnity Insurance (required evidence) cont'd

- In the case of a conveyancer employed by a solicitor - copy of current PII policy (Lawcover) in the name of the solicitor along with a letter from the solicitor confirming that the applicant is employed by them and is covered by their PII policy.

8. QUALIFICATIONS

The approved qualifications, training and experience required for the grant of a conveyancer's licence is set out in the *Conveyancers Licensing Order 2006*. More information about the qualifications is contained in the accompanying "Licence Application Guidelines".

You must provide with this application evidence of your qualifications and a letter from your supervising conveyancer(s) and / or supervising solicitor(s) stating:

- the nature of the conveyancing duties that you have undertaken while under their supervision;
- the hours per week that you received supervised practical training and experience; and
- the months / years that you received supervised practical training and experience.

9. DISCLOSURE QUESTIONS

The disclosure questions are to be completed by the applicant in respect of each person nominated on this application form eg applicant, licensee-in-charge and partners.

1	Have you been convicted in NSW or elsewhere of ANY offence that was recorded In the last 10 years?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	Are you, or have you been in the preceding 3 years an undischarged bankrupt?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	At any time in the preceding 3 years, did you apply to take the benefit of any law for the relief of bankrupt or insolvent debtors?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	At any time in the preceding 3 years, did you compound with your creditors or make an assignment of your remuneration for their benefit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	Are you a director or person concerned in the management of ANY externally-administered body corporate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	At any time in the preceding 3 years were you a director or person concerned in the management of ANY externally-administered body corporate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7	At any time in the preceding 3 years were you a director or person concerned in the management of ANY body corporate that, within 12 months of you ceasing to be such a director or person, became an externally-administered body corporate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8	Are you disqualified from holding a licence, certificate, registration or other authority in NSW or elsewhere?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9	Have you had a licence, certificate, registration or other authority cancelled in NSW or elsewhere for disciplinary reasons?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
10	Do you hold a licence, certificate, registration or other authority in NSW or elsewhere that is suspended?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
11	Have you been declared to be a disqualified person as a result of disciplinary action?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
12	Do you owe a monetary penalty payable as a result of disciplinary action in respect of being or having been a licensed conveyancer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

9. DISCLOSURE QUESTIONS (continued)

The disclosure questions are to be completed by the applicant in respect of each person nominated on this application form e.g. applicant, licensee-in-charge and partners.

13	Do you owe an amount due as a debt to the Crown by way of an amount paid out of the Property Services Compensation Fund?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
14	Have you failed to comply with a direction given by the Director General under the Act?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
15	Have you been removed (otherwise than at your 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 <input type="checkbox"/>	NO <input type="checkbox"/>
16	Are you disqualified from being employed in a law practice by virtue of an order made under Division 3 of Part 2.2 of the <i>Legal Profession Act 2004</i> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
17	Are you an Australian legal practitioner?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
18	Are you a disqualified person under the <i>Property, Stock and Business Agents Act 2002</i> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
19	Are you the holder of a licence or certificate of registration under the <i>Property, Stock and Business Agents Act 2002</i> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

IF YOU ANSWERED "YES" TO ANY QUESTION, PROVIDE FULL PARTICULARS ON A SEPARATE PAGE

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.

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 \$22,000 or both.

Signature: _____ Date: _____

Full Name: _____

Please allow up to six weeks for this application to be processed

Note: It is an offence for a person to conduct a conveyancing business for fee or reward if the person is not the holder of a conveyancer's licence.