



Fair Trading

ABN 81 913 830 179

Conveyancers Licensing Act 2003

Application for a Licence - CORPORATION

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.

2. APPLICANT DETAILS

Name of corporation: _____

Australian Company Number (A C N): _____

Postal Address: _____

Postcode: _____

Telephone No: _____ Facsimile No: _____

Email Address (if any): _____

OFFICE USE ONLY
Application No. _____
L E No. _____

3. DETAILS OF DIRECTOR(S) / SECRETARY

Provide the following particulars for each director of the applicant corporation. If there is more than three directors, provide the particulars of each additional director on a separate sheet of paper.

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: _____ Facsimile No: _____

Email Address (if any): _____

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: _____ Facsimile No: _____

Email Address (if any): _____

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: _____ Facsimile No: _____

Email Address (if any): _____

4. BUSINESS DETAILS

Business Name (if any): _____

NSW Business Name Registration No: _____

Business Address: _____

_____ Postcode: _____

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

Declaration by nominated Licensee-in-Charge

Surname: _____ Given Names: _____

Licence No. of Licensee-in-Charge: _____

I declare that I am (delete whichever is not applicable)

a) not the Licensee-in-Charge of any other corporation;

OR

b) presently the Licensee-in-Charge of _____ and undertake to resign as Licensee-in-Charge of that corporation prior to the issue of the licence for which this application is being made.

Signature of nominated Licensee-in-ChargeDate:.....

If the applicant corporation intends to carry on a conveyancing business at more than one location, provide the above particulars and declaration for each additional business address on a separate sheet of paper.

5. PARTNERSHIP DETAILS

If the applicant corporation intends to perform conveyancing work in partnership with an individual, provide particulars of the individual 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 the applicant corporation intends to perform conveyancing work in partnership with another corporation, provide details on the next page.

5. PARTNERSHIP DETAILS (continued)

If the applicant corporation intends to perform conveyancing work in partnership with another 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: 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 Conveyancers Licence Application Guidelines.

6. 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. 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 a copy of the currently approved professional indemnity insurance policy in the name of the applicant. 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.

7. DISCLOSURE QUESTIONS

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

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 2001)? YES NO
If Yes, provide relevant company names and Australian Company Numbers (ACN).

7. DISCLOSURE QUESTIONS (continued)

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

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? YES NO

If Yes, provide relevant company names and Australian Company Numbers (ACN).

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 3 of Part 2.2 of the [Legal Profession Act 2004](#)? 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)? YES NO

If Yes, provide relevant company names and Australian Company Numbers (ACN).

c) the holder of a licence or certificate of registration under the [Property, Stock and Business Agents Act 2002](#)? YES NO

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 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 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 Director General 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 QUESTION, PROVIDE FULL PARTICULARS ON A SEPARATE PAGE

8. 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 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.

A criminal record check will be conducted in respect of each director, Licensee-in-Charge and partner nominated in this application.

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