

# Notice to the Chief Executive

Surrender of Licence - June 2024

## Licence Surrender Guide

This guide contains information to assist you to surrender your licence as a *Smoking Product Supplier* on a voluntary basis when it is no longer required.

Section 39 of the Tobacco and Other Smoking Products Act 1998 provides smoking product supplier licence holders with the opportunity to advise Queensland Health in writing of their surrender of a retail or wholesale licence by written notice (a surrender notice) given to the Chief Executive.

## How to surrender your licence:

1. Complete the notice form below clearly and email to: [TOSPA\\_Licensing@health.qld.gov.au](mailto:TOSPA_Licensing@health.qld.gov.au)
2. Please  each checkbox below as you complete the notice to ensure that you have provided all information as requested.
  - Names are to be advised in full and exactly as they appear on your existing licence
  - A Date of Surrender has been nominated
  - The form is signed with the licence holder's signature and dated.

**Privacy statement – please read carefully**

Personal information collected by Queensland Health is handled in accordance with the *Information Privacy Act 2009*. Queensland Health is collecting your personal information on this form under authority of the *Tobacco and Other Smoking Products Act 1998*. The information is being collected to ensure that health risks arising from the use of regulated substances are appropriately managed. All personal information will be securely stored and only accessible by Queensland Health. Your personal information will not be disclosed to any other third parties without consent unless the disclosure is authorised or required by law. For information about how Queensland Health protects your personal information or to learn about your right to access your own personal information, please see our website at [www.health.qld.gov.au/global/privacy](http://www.health.qld.gov.au/global/privacy).

## Notice to Chief Executive – Surrender of Licence

*(Please refer to the guide when completing this form)*

### 1. Smoking Products Supplier Licence Holder details

Given Names <i>(No abbreviations)</i>		Surname	
Date of Birth			
Company Name			
ABN			
ACN			
Licence number			
Location			

### 2. Declaration

Pursuant to section 39 of the *Tobacco and Other Smoking Products Act 1998* I hereby surrender the above licence to the Chief Executive, Queensland Health.

The surrender of this licence is to take effect from:

*(Tick one box only)*

- the day appearing on this Notice; or
- Other

(Insert date of surrender)

Licence Holder to sign and date	Signature		Date	
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Email completed form to: [TOSPA\\_Licensing@health.qld.gov.au](mailto:TOSPA_Licensing@health.qld.gov.au)