

Mutual recognition application Form 1 Notes



Application for mutual recognition of occupational licence for real estate agent, resident letting agent, property auctioneer, chattel auctioneer, motor dealer, field agent

Mutual Recognition (Queensland) Act 1992 • Trans-Tasman Mutual Recognition (Queensland) Act 2003

This form is effective from 1 July 2017

ABN: 13 846 673 994

Who can use this form?

Mutual recognition application Form 1 is for individuals to apply for real estate agent, resident letting agent, motor dealer, property auctioneer, chattel auctioneer and field agent licences under the *Mutual Recognition (Queensland) Act 1992* and *Trans-Tasman Mutual Recognition (Queensland) Act 2003*.

Fees payable

Licence category	One year term	Three year term
Real estate agent, resident letting agent, motor dealer, property auctioneer, chattel auctioneer, field agent	\$1377.30	\$2582.30

Additional licence categories

The licence fees shown above include one application fee of \$160.30 and a licence issue fee. Applicants for a single class licence, either one or three years, pay the fee listed. Individual applicants applying for more than one licence class, pay an additional application fee of \$160.30 for each additional class.

Please note: Applicants for a chattel auctioneer licence are not required to pay an additional application fee if they already hold, or are also applying for a property auctioneer licence. Applicants for a property auctioneer licence are not required to pay an additional application fee if they already hold, or are also applying for a chattel auctioneer licence.

Criminal history check

A criminal history check (CHC) will be conducted for each person whose name is listed on the application. The fee for each CHC conducted is \$39.00 (inclusive of \$1.13 GST) and processing of the application cannot be progressed until this fee is paid.

CHC fee of \$39.00 is required for the applicant and each business associate (individual partner). **CHC fees are not included in the above fees.**

Total fee = 1 or 3 year fee \$ + CHC \$ (\$39.00 x no. required) = \$

Motor dealer licence applicants only

Control orders

You are not a suitable person to hold a licence under the *Motor Dealers and Chattel Auctioneers Act 2014* if you are subject to a relevant control order as defined under the *Motor Dealers and Chattel Auctioneers Act 2014*.

Relevant control order, in relation to a licence, means a control order or registered corresponding control order that restricts the person to whom the order applies from carrying on a business, engaging in an occupation or performing an activity that requires the licence.

Part 1—Licence details

Property occupations

The following licence classes allow the licensee to perform the activities listed below as an agent for others for reward—

Real estate agent

- buy, sell, exchange or let real property or interests in real property
- buy, sell, exchange or let businesses or interests in businesses
- negotiate for the buying, selling, exchanging or letting of real property or interests real property
- negotiate for the buying, selling, exchanging or letting of businesses or interests in businesses
- collect rents.

Property auctioneer

- sell or attempt to sell or offer for sale or resale any real property or interest in real property by way of auction
- sell real property by any means during the auction period
- sell or attempt to sell or offer for sale or resale goods by auction if they are directly connected with the auction of a real property holding.

Resident letting agent

- let lots in a building complex
- collect rents for lots in a building complex.

Limited real estate agent (business letting)

- buy, sell, exchange or let businesses or interests in business
- negotiate for the buying, selling, exchanging, letting of businesses or interests in businesses
- collect rents for commercial premises.

Motor dealer and chattel auctioneer occupations

The following licence classes allow the licensee to perform the activities listed below for reward—

Motor dealer

- acquire used motor vehicles primarily for resale
- sell used motor vehicles
- sell used motor vehicles on consignment
- sell leased motor vehicles to the lessee under the terms of the lease
- acquire used motor vehicles, whether or not as complete units, to break up for sale as parts
- sell used motor vehicles as parts
- negotiate, under a consultancy arrangement, for a person who is not a motor dealer or a chattel auctioneer for the purchase or sale of a used motor vehicle for the person.

Motor dealer (broker)

- negotiates for the purchase or sale of a used motor vehicle for another person who is not a motor dealer or auctioneer under a consultancy arrangement.

Motor dealer (wrecker)

- acquire used motor vehicles, whether or not as complete units, to break up for sale as parts
- sell used motor vehicles as parts.

Chattel auctioneer

- sell goods by auction
- sell goods by any means during the auction period.

Debt collection occupations

The following licence class allows the licensee to perform the activities listed below for reward—

Field agent

- find or repossess goods for a person, any goods or chattels that the person is entitled to repossess under an agreement
- collect or request debt payments
- serve a writ, claim, summons application or other process.

Part 2—Applicant details

Proof of name and identification

You need to provide proof of identification in your current name. This can be your current driver's licence, passport, Australian citizen certificate or birth certificate/extract. Do not send originals. Only photocopies of original documents certified as being a true copy of the original document by persons listed in Attachment B of the application form can be accepted.

If you are lodging your application in person, you can provide your original documents which will be copied and certified by the officer accepting your application.

If your name has changed for any reason including marriage, you must provide evidence of each change of name. For example, certified copies of marriage certificates, change of name certificates or deed poll documentation.

If you are not an Australian Citizen, a certified copy of your international passport is required.

Eligibility to work in Australia

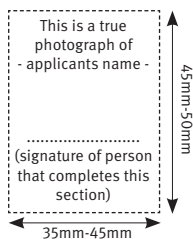
Every worker from overseas must have a valid Australian visa with work rights. Temporary visas with work rights include working holiday maker visas, student visas and the subclass 457 visa. You can check your own work and visa entitlements at www.immi.gov.au. Enquiries may be made with the Department of Immigration and Border Protection to verify an applicant's work entitlements in Australia.

Part 4—Photographs and photograph certification (field agent only)

If your licence is approved, you will be issued a photographic identification licence card. This card must be carried on your person whilst you are working as a field agent.

You must supply with your application two recent passport photographs which have been certified as being a true photograph of you.

The reverse side of the photographs must be certified and signed by a person who is at least 18 years of age and has known the applicant for at least 12 months and is not related by birth or marriage or a de facto relationship. The following wording must be used:



This is a true photograph of

..... (applicants name)

The person certifying your photographs must also complete the photograph certifiers Part 4 on the application form.

Part 5—Registration details

List in this section details of your current equivalent licence/s held in an Australian state or territory or New Zealand. You will need to include copies of your current licence certificates with the application. If your current licence is due to expire soon, you may need to lodge a renewal application to maintain your existing licence until your mutual recognition application is decided. You cannot apply for mutual recognition of your interstate licence if the licence is expired, suspended, cancelled or refused. Do not include training certificates or references.

Part 6—Conditions

State whether there are any conditions imposed on your interstate licence. If you do have conditions on the licence list the conditions in the space provided. You are only entitled to an equivalent licence under mutual recognition. Therefore any conditions on your current licence will be applied to your mutually recognised licence. Enquires will be made to interstate and New Zealand licensing authorities to confirm your licence status and conditions on your licence.

Part 7—Trading particulars

Indicate your method of trade by ticking the appropriate box on the form and completing the relevant sections as required.

Sole trader—As a sole trader you operate your business on your own and control and manage the business. You are legally responsible for all aspects of the business—debts and losses cannot be shared. You can still employ persons as employees of the business.

Independent contractor—You sub-contract your services as either a sole trader, corporation or partnership to another licensee. You invoice the business that you sub-contract to for the services you provide.

Working director—You work as a licensee for or on behalf of a company of which you are a director. The company must also hold the same class of licence that you hold as the working director. The director's earnings are in substance for personal manual labour or services.

If you are the working director of a corporation that does not hold a current licence in Queensland, an appropriate form will need to be lodged under the Queensland legislation which governs the occupation. Please note: a corporation cannot apply to be licensed under the *Mutual Recognition (Queensland) Act 1992* or *Trans-Tasman Mutual Recognition (Queensland) Act 2003*.

Employed licensee—A licensee who is engaged as an employee of another individual or corporation that holds the same class of licence. You can be engaged to be the person in charge of one of your employer's places of business. **Please note** that your employer must hold a current licence in Queensland.

Partnership—A partnership may be comprised of either individual partners or corporation partners or a combination of both. If an individual is a partner in the business, but they do not perform any activity in the business that is considered a licensable activity, they are not required to be licensed. See **Part 1 notes** for a full list of licensable activities. All corporations in a partnership must be licensed. A corporation cannot be a silent partner. See **Part 10—Partnership Details** notes below for more information.

Part 8—Places of business

Principal place of business—each licensee must operate an office that is the licensee's principal place of business. There must be a suitably licensed person in charge of the principal place of business, except for field agents that must have a person in charge of the regulated business. A post office box is not acceptable.

Other place of business—you can nominate another place of business. There must be a suitably licensed person in charge, except for field agents who are only required to have a person in charge of the regulated business. Real estate agents that operate another place of business that is not a resident letting agency can engage a real estate salesperson to be the person in charge at another place of business. The real estate salesperson must not be limited by any conditions on their registration certificate.

Places of business can be either in Queensland or in another state or territory within Australia. Places of business that are not contiguous (separated by a public road) must have a different person in charge for each place of business (except field agents).

If you have more than two places of business you will need to supply an attachment with the application form which lists your other places of business, the registered business name (if any) used at each place of business and the name and licence number of the licensed person in charge at each place of business where required.

Resident letting agents are not required to provide body corporate approval as part of the licence application process. However it is a requirement of the licence to hold and maintain current body corporate approval to manage each building complex. Resident letting agents must have an office in the building that is the registered office. Where more than one building is managed, the registered office must be in one of the buildings. A person cannot be in charge of more than one building unless the buildings are contiguous (not separated by a public road). Persons in charge can hold either a resident letting agent licence or real estate agent licence.

Part 10—Partnership details

Individual partners—If an individual is a partner and they perform any activity in the business that is considered to be a licensable activity, they must also hold a Queensland licence equivalent to all partners. For example, if two individual partners perform the functions of a real estate agent, both partners will be required to hold a current individual Queensland licence.

If an individual is a partner in the business, but they **do not** perform any activity in the business that is considered a licensable activity, they are not required to be licensed.

See Part 1 notes for a full list of licensable activities. All individual partners that are listed in Part 10 must complete Part 12—Business associate (partner) details.

Individual and corporation in partnership—If an individual is in a partnership with one or more corporations, each corporation is required to hold a current Queensland licence. A corporation cannot be a silent partner. If a partner is a corporation and does not hold a current licence in Queensland, an appropriate form will need to be lodged under the Queensland legislation which governs the occupation. Please note: a corporation cannot apply to be licensed under the *Mutual Recognition (Queensland) Act 1992* or *Trans-Tasman Mutual Recognition (Queensland) Act 2003*.

Lodgement details

Please ensure your application is fully completed and you have attached proof of identification documents, licence certificates, fees and attachments as required. Failure to correctly complete this form or provide all information, fees and documents requested may result in the application being returned to you which will delay the processing of your application and the issue of your licence.

Licence approval

As soon as we receive your complete application (including fees, statutory declaration, and a copy of your interstate licence) you can commence and continue to work. You must however continue to hold a current, equivalent licence in another state or territory in Australia or in New Zealand until your Queensland licence is issued.

Normal processing time for new applications is 2–4 weeks however this can be longer if we need to contact you for missing information. Applications can sometimes be delayed awaiting clearance of police checks which is outside the control of the Office of Fair Trading.

If you are deemed ineligible or unsuitable to hold a licence in Queensland, action will commence allowing you the opportunity to provide information before a decision can be made. If your licence application is refused, we will send an information notice to you explaining your rights and the process involved in appealing the decision.

Mutual recognition application Form 1



Queensland
Government

Application for mutual recognition of occupational licence for real estate agent, resident letting agent, property auctioneer, chattel auctioneer, motor dealer, field agent

Mutual Recognition (Queensland) Act 1992 • Trans-Tasman Mutual Recognition (Queensland) Act 2003

This form is effective from 1 July 2017

ABN: 13 846 673 994

OFFICE USE ONLY

Date received

Entity number.....

Payment details

Lodgement unit
.....

Application allocation

\$

CHC fee \$

Total allocation \$

Instructions

- Please complete application in BLOCK letters
- Attach extra pages if necessary
- References to dates should be in DD/MM/YYYY
- Fees quoted in this application/notes may alter at any time by Regulation
- Refer to notes for fees—No GST is payable on licence fees

Please note

Under the *Mutual Recognition (Queensland) Act 1992* if you have an occupational licence issued in a state or territory of the Commonwealth you are entitled to have that licence recognised in Queensland under most, but not all, circumstances. Under the *Trans-Tasman Mutual Recognition (Queensland) Act 2003* people registered in New Zealand have the same rights.

Applicants are deemed to be licensed in Queensland once they possess a receipt for the applicable fee and hold a current, equivalent licence. Deemed registration will continue until the licence is either granted or refused, provided that the interstate or New Zealand licence remains current.

Applicants from Tasmania who wish to apply for a motor dealer's licence are not eligible under mutual recognition. A New Licence Application Form 1-1 under the *Property Occupations Act 2014* and *Motor Dealers and Chattel Auctioneers Act 2014* is required.

Criminal history check fee of \$39.00 (inclusive of \$1.13 GST per check)

All applicants and their individual business associates are subject to mandatory criminal history checks. This fee is not included in the application fee and must be included with your payment. Processing of your application will not be progressed until this fee is paid.

Incomplete applications

Failure to correctly complete this form or provide all information, fees and documents requested may result in the application being returned to you by post which will delay the issuing of your licence.

Privacy statement—please read

The Office of Fair Trading collects information, including personal information, on this form as required by the *Mutual Recognition (Queensland) Act 1992* and the *Trans-Tasman Mutual Recognition (Queensland) Act 2003* to process your application. In accordance with these Acts, some personal information may be passed on to police services in Australia (including federal, states and territories) for criminal history searches. Enquiries may also be made with the Department of Immigration and Border Protection to verify eligibility to work in Australia. Your name and business address will be placed on a register which may be inspected by the public upon payment of a prescribed fee. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

Change of details

If at any time your licence details or suitability requirements change, you must notify the Office of Fair Trading in writing within 14 days.

Applicant name

Name

Part 1—Licence details

Section 1 Occupation type	I am seeking registration for the following occupation/s in Queensland in accordance with the mutual recognition principle: (please tick)
Property occupations	<input type="checkbox"/> Real estate agent <input type="checkbox"/> Auctioneer (real property) <input type="checkbox"/> Resident letting agent <input type="checkbox"/> Limited real estate agent (business letting)
Motor dealer and chattel auctioneer occupations	<input type="checkbox"/> Motor dealer <input type="checkbox"/> Motor dealer (wrecker) <input type="checkbox"/> Motor dealer (broker) <input type="checkbox"/> Chattel auctioneer
Debt collection occupations	<input type="checkbox"/> Field agent
Section 2 Licence term	<input type="checkbox"/> 1 Year <input type="checkbox"/> 3 Years

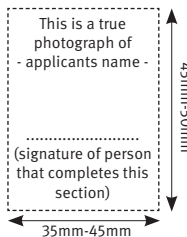
Part 2—Applicant details

Section 1 Applicant details	<p>Preferred title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify)</p> <p>Surname</p> <p>Given names</p> <p>Have you been known by any other name? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Previous names</p> <p>Reason for change</p>
Section 2 Date, place of birth and visa details	<p>If you are lodging this application in person you may provide an original of your birth certificate/ extract, passport, Australian citizenship certificate or current driver's licence, which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy certified as being a true copy*.</p> <p>Date of birth <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Place of birth: Town State <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Country</p> <p>Driver licence number Place of issue</p> <p>Passport number ImmiCard number</p> <p>Passport country</p> <p>Passport type: Government <input type="checkbox"/> Private <input type="checkbox"/> UN refugee <input type="checkbox"/></p> <p>Eligibility to work in Australia</p> <p>Are you an Australian citizen? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Part 3—Contact details

<p>Section 1 Contact details</p>	Business phone After hours phone..... Fax number..... Mobile Email address..... Preferred contact method: B/H <input type="checkbox"/> A/H <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/>
<p>Section 2 Residential address</p> <p>A post office box address is not acceptable.</p>	Home address Suburb State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Section 3 Postal address</p> <p>Enter 'as above' if the same as residential address.</p>	Address Suburb State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Change of address</p>	<p>If you change your address you are required to notify the chief executive in writing within 14 days. You may be issued with a fine if you do not notify Industry Licensing within the required timeframe.</p>

Part 4—Photographs and photograph certification for field agents (debt collection) only

<p>Photographs and photograph certification declaration</p> <p>Note: The photographs should be placed in an envelope and stapled to the front of this application form.</p> 	<p>Applicants must supply two recent passport photographs (photographs other than passport photographs cannot be accepted). The reverse side of the photographs must be certified and signed by a person who is at least 18 years of age and has known the applicant for at least 12 months and is not related by birth, marriage, or in a de facto relationship to the applicant. The following wording must be used:</p> <p><i>This is a true photograph of <<insert applicants name>></i></p> <p>The person certifying the photograph must sign the reverse of each photograph and complete the details below:</p> <p>Certifier's name</p> <p>Postal address</p> <p>Suburb State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>Certifier's signature Date <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/></p>
--	---

Part 5—Registration details

<p>Details of current interstate registration for this occupation</p> <p>Note: registration includes any licence, admission, approval, certificate, etc.</p> <p>Specify all the states (or New Zealand) in which you currently hold or previously held registration for this occupation.</p>	<p>A copy of the current registration documents must accompany this notice.</p> <p>State/Territory/NZType of occupational licence</p> <p>Registration/licence number Date of expiry</p> <hr/> <p>State/Territory/NZType of occupational licence</p> <p>Registration/licence number Date of expiry</p> <hr/> <p>State/Territory/NZType of occupational licence</p> <p>Registration/licence number Date of expiry</p> <hr/> <p>State/Territory/NZType of occupational licence</p> <p>Registration/licence number Date of expiry</p> <p>At least one licence must be current when this form is received by the department.</p>
---	---

Part 6—Conditions

Conditions on your interstate or New Zealand licence

Are there any conditions, limitations or restrictions which apply to your registration in any state or territory of Australia or in New Zealand?

- No
 Yes—Provide details

.....
.....
.....
.....

Part 7—Trading particulars

Trading particulars

Mutual recognition legislation recognises natural persons only, not corporations. If you wish to conduct business as a corporation you need to lodge an application form under the Queensland legislation which governs the occupation.

- Sole trader (complete Part 8)
 Independent contractor (complete Part 8, then Parts 9 and 10 if applicable)
 Working director (complete Parts 8 and 9)
 Employed licensee (complete Part 11)
 Partnership (complete Parts 8, 10 and 12)

When you have completed the above parts as required, complete from Part 13 onwards.

The operation of a business in Queensland under relevant state legislation is still subject to the payment of relevant fees and compliance with any other requirements as applicable, e.g. registration of business name, approval of trading premises etc.

Part 8—Places of business

Section 1

Principal place of business

A post office box address is not acceptable.

Registered National Business Name (if applicable)

.....

Principal place of business

Suburb State Postcode

Name of person in charge

Licence number of person in charge

Section 2

Other places of business (if applicable)

A post office box address is not acceptable.

Registered National Business Name (if applicable)

.....

Other place of business

Suburb State Postcode

Name of person in charge

Licence number of person in charge

Will you have more than two places of business? Yes No

If yes, you will need to supply an attachment with this form listing your other places of business, the registered business name (if any) used at each place of business and the name and licence number of the licensed person in charge at each place of business.

Part 9—Corporation

Corporation details

The corporation must be licensed.

Name of corporation.....

ACN

Corporation licence number

Part 10—Partnership details

Name of partners

If you have more than two partners you will need to supply an attachment with this form listing all your partners and their licence numbers.

Part 10 of this form must be completed for each individual partner.

Partner 1 name.....

ACN (if partner is a corporation)

Partner licence number (if licensed)

Partner 2 name.....

ACN (if partner is a corporation)

Partner licence number (if licensed)

All corporations in a partnership must be licensed. If you propose to trade in a partnership all partners who will be active in the business are required to hold the appropriate licence.

Part 11—Employed licensee

Employment details

(If your employer operates the business using a corporation licence, give the corporation name and licence number. If your employer is an individual, give the individual's name and licence number. **DO NOT GIVE A BUSINESS NAME**)

Full name of employer.....

Employer licence number

Employment address.....

Suburb State Postcode

Will the applicant be employed as a person in charge? Yes No

Will this be a new place of business operated by your employer? Yes No

If yes, your employer will need to supply a letter with this form to add your employment address to their licence and to confirm whether you will be the licensed person in charge.

Employer must sign and date

*If employed by a corporation —must be signed by a director or person in charge.

Employer/person in charge name.....

*Signature Date / /
D D / M M / Y Y Y Y

This area has been intentionally left blank.

Part 12—Business associate (partner) details—Individual partners only

If there is more than one business associate (partner) you will need to print and complete a copy of this section for each person.

Section 1

Individual business associate details

An individual business associate is another individual with whom the licensee carries on business.

Only photocopies of documents certified as being a true copy of the original document by persons listed in Attachment B can be accepted. The photocopy must contain the original signature of the person certifying the identification.

If you have changed your name you must provide evidence of each name change. This could include a certified copy of a marriage certificate or a change of name certificate. Do not provide original documents.

Preferred title: Mr Mrs Ms Miss Other (specify)

Surname

Given names

Have you been known by any other name? Yes No

Previous names

If you are lodging this application in person you may provide an original of your **birth certificate/extract, passport, Australian citizenship certificate or current driver's licence**, which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy certified as being a true copy (see note).

(If you have changed your name you must provide evidence of each name change. **Certified copies not originals** of marriage certificates, change of name certificates etc. must be supplied with this form for each name change).

Date of birth / /
D D M M Y Y Y Y

Place of birth: Town State

Country

Section 2

Residential address

A post office box address is not acceptable.

Home address

Suburb State Postcode

Section 3

Postal address

Enter 'as above' if the same as residential address.

Address

Suburb State Postcode

Section 4

Contact details

Business phone Home phone

Fax number..... Mobile

Email address.....

Section 5

Any persons that perform any activity in the business that requires a licence must be appropriately licensed.

Does this person perform any activity in the business which will require them to hold a real estate agent, auctioneer, motor dealer, chattel auctioneer or resident letting agent licence or field agent?

Yes—Licence number

No

Part 13—Statutory declaration

Refer to Attachment A and Attachment B

Please have the Statutory Declaration in Attachment A completed and witnessed by a person authorised to do so as listed in Attachment B.

Under the *Mutual Recognition (Queensland) Act 1992* and *Trans-Tasman Mutual Recognition (Queensland) Act 2003*, the Office of Fair Trading can refuse to grant registration if you provide false or misleading statements or information.

Part 14—Declaration

Applicant to sign

In submitting this application, I declare I have the consent of all persons relating to this application being subject to a national criminal history check by the Queensland Police Service (QPS) and for QPS and other Australian police services to disclose criminal history information and any impending charges to the Office of Fair Trading.

I understand any disclosure will be subject to applicable Commonwealth, state or territory legislation and/or police policy. Enquiries may also be made with the Department of Immigration and Border Protection to verify eligibility to work in Australia. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

I consent to the making of enquiries of, and the exchange of information with the authorities of any state or territory of Australia or of New Zealand regarding my activities in the relevant occupation and any other matters relevant to this notice.

I declare the answers I have given on this form and attachments are true and correct in every detail.

I have read and agree to the terms stated above.

Applicant signature

Signatory's name

Date / /
D D / M M / Y Y Y Y

Lodgement details

Lodgement details

Please lodge the completed application, any supporting documentation and fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Centre.

By mail:

Industry Licensing Unit, Office of Fair Trading, GPO Box 3111, Brisbane QLD 4001

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Centre.

IMPORTANT!

Please make sure you:

- Provide all necessary information and documentation
- Sign the application
- Return all pages of this application form

Refunds

If an applicant withdraws an application prior to a licence being issued, or it is refused, the application fee and fees paid for criminal history checks that have already been conducted are not refundable.

This area has been intentionally left blank.

Payer details

This section must be completed if payment has been made by another person on behalf of the applicant.

Name

Postal address

Suburb State Postcode

Mobile Fax number

Receipt request Yes No

A receipt will not be issued unless specifically requested.

Payment details

Payment details

Cash—pay in person Credit card Money order Cheque

Do not send cash by mail

Make money order or cheque payable to the Office of Fair Trading.

A receipt will not be issued unless specifically requested.

Credit card payment

Charge my: Mastercard VISA

Credit card number:

Cardholder's name:

Amount authorised: \$ Expiry date: /
M M / Y Y Y Y

Cardholder's signature:

Commonwealth of Australia
 STATUTORY DECLARATION
Statutory Declarations Act 1959

1 *Insert the name, address and occupation of person making the declaration*

I,¹

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

² In relation to the occupation for which registration is sought, I declare that:

- (a) I am not the subject of disciplinary proceedings in any state or territory of Australia or in New Zealand (including preliminary investigations or actions that may lead to disciplinary proceedings) in relation to this occupation.
- (b) My registration in any state or territory of Australia or in New Zealand is not cancelled or currently suspended as a result of disciplinary action.
- (c) I am not otherwise personally prohibited from carrying on this occupation in any state or territory of Australia or in New Zealand.
- (d) I am not subject to any special condition in carrying on such occupation as a result of criminal, disciplinary or civil proceedings in any state or territory of Australia or New Zealand.
- (e) The statements and information in the attached notice are correct to the best of my knowledge and belief.
- (f) That any registration document submitted with the attached notice is a complete and accurate copy of the original.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

³

4 *Place*
5 *Day*
6 *Month and year*

Declared at ⁴ _____ on ⁵ _____ of ⁶ _____

Before me,

7 *Signature of person before whom the declaration is made (see over)*

⁷

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

⁸

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

ATTACHMENT B

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution