



Licence change of business details

Security Providers Act 1993 • Property Occupations Act 2014 • Motor Dealers and Chattel Auctioneers Act 2014 • Debt Collectors (Field Agents and Collection Agents) Act 2014 • Introduction Agents Act 2001 • Tourism Services Act 2003

This form is effective from 1 July 2018

OFFICE USE ONLY

Date received

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Instructions

Please use **BLOCK** letters when completing this form. Attach extra sheets if necessary. All dates should be DD/MM/YYYY.

Privacy statement—please read

The Office of Fair Trading collects information, including personal information, on this form as required by legislation. In accordance with the legislation, some personal information may be passed on to police services in Australia (including federal, states and territories) for criminal history searches. Your name, business address, business information and postal 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.

Part 1—Licence holder’s details

Licence details

If this is a licensed corporation, please state the corporation name and licence number here.

Description/category of licence

Licence number

Licence holder name

Phone (business hours) Fax (business hours)

Email

Postal address

For any correspondence or licence to be sent to.

Address

Suburb State Postcode

This area has been intentionally left blank.

Part 2—Change of address details

Principal place of business

A post office box address is not acceptable.

A person cannot be in charge of more than one place at a time.

Registered National Business name (if applicable).....

Registered Business Number (BN) and/or

Australian Business Number (ABN)

Address

Suburb State Postcode

Person in charge

Licence number

Other place of business

(if applicable)

A post office box address is not acceptable.

A person cannot be in charge of more than one place at a time.

Registered National Business name (if applicable).....

Address

Suburb State Postcode

Person in charge

Licence number

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 3—Declaration and signature

Declaration

To be signed by the licensed director/person in charge.

I declare that the change of details provided in this form are true and correct.

Signature Dated: / /
D D M M Y Y Y Y

Signatory's name (please print)

Daytime contact telephone number

Lodgement details

Lodgement details

Please lodge the completed application, any supporting documentation to the Office of Fair Trading at the address below, or at one of our regional offices.

By mail:

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

Fax: (07) 3008 5933

Email: industrylicensing@justice.qld.gov.au

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