

Sample property register for pawnbrokers

Second-hand Dealers and Pawnbrokers Act 2003

This form is effective from 1 July 2015

As a pawnbroker, you are required to keep a hand-printed bound book or an electronic register of property taken as a pawn for each place of business. The information that you are required to detail is set out in the *Second-hand Dealers and Pawnbrokers Regulation 2004*. In order to assist you with complying with the legislation, this sample register has been provided as an example of how a register may be set up and what information is required. As this is not an approved form your register may look different to this as long as all of the necessary information is included.

You must detail this information for all items that are pawned.

Transaction details

Entry number	
Pledge number	
Time and date of transaction	
Description of property pawned	
Brand name, model number and serial number of the property	
Any engraving, inscription or unique marks on the property	
Amount advanced	\$
Interest to be paid	
Redemption period	
Name and position of person who made the entry for acquiring the property	<p>.....</p> <p><input type="checkbox"/> pawnbroker <input type="checkbox"/> associate <input type="checkbox"/> employee</p>

Owner details

Name of person pawning property	
Address of person pawning property	
Verification of name and address e.g. drivers licence number	
Is the person the owner of the property? If no, the name and address of owner and details of how person acquired the property	<p><input type="checkbox"/> Yes <input type="checkbox"/> No—(specify)</p> <p>.....</p> <p>.....</p>

Purchaser details

Date sold	
Amount paid	\$
Name of purchaser	
Address of purchaser	
Disposal of property by other means (description and date)	
Name and position of person who made the entry for the sale/exchange or disposal of the second-hand goods	<p>.....</p> <p><input type="checkbox"/> pawnbroker <input type="checkbox"/> associate <input type="checkbox"/> employee</p>