



Sample transactions register for second-hand dealers

Second-hand Dealers and Pawnbrokers Act 2003

This form is effective from 1 July 2015

As a second-hand dealer, you are required to keep a hand-printed bound book or an electronic register of transactions 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 include information about all property that has a resale value of \$55.00 or more, all jewellery, all property that contains precious metals or property that may be identified by a make, model or serial number on the property or if it has an inscription.

Transaction details

Entry number	
Time and date of transaction (indicate whether goods were purchased or otherwise acquired)	
Description of second-hand goods	
Brand name, model number and serial number of the property	
Any engraving, inscription or unique marks on the property	
Name and position of person who made the entry for acquiring the second-hand goods	<p>.....</p> <p><input type="checkbox"/> second-hand dealer <input type="checkbox"/> associate <input type="checkbox"/> employee</p>

Owner details

Name of person from whom goods were purchased or otherwise acquired	
Address of person from whom goods were purchased or otherwise acquired	
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	
Exchange of property (description and date)	
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"/> second-hand dealer <input type="checkbox"/> associate <input type="checkbox"/> employee</p>