

CHANGE OF ADDRESS

Licensed Conveyancer

Conveyancers Licensing Act 2003



13 32 20 fairtrading.nsw.gov.au

Please read this information before completing this form.
This form can be completed in Adobe Reader and saved for your records.

Information for applicants

A separate form must be completed by each licensee whose licence records need to be updated.

For example, in the case of a licensed corporation that has changed its place of business, the corporation must complete and lodge a form advising of the change to its details.

Each licensed director and employed licence holder must also complete and lodge a form to have their individual records updated.

- For help in lodging this form, call 13 32 20 or email propertylicensing@customerservice.nsw.gov.au

Other changes of details

BUSINESS NAME

If you wish to advise of a business name under which you will be conducting a conveyancing business at either the below-specified principal place of business or any additional place of business, **you must provide a copy of a document issued by the Australian Securities and Investments Commission that confirms you are the business name holder** in order for the business name to be updated on your licensing records.

When sending the evidence of business name registration to NSW Fair Trading, please quote your licence number as a reference in the covering correspondence.

LICENSEE-IN-CHARGE

To advise of a change of Licensee-in-charge details at either the above-specified place of business or any additional places of business, complete the *Licensee-in-Charge Details* form (*Conveyancers Licensing Act 2003*) which is available on the Fair Trading website:

www.fairtrading.nsw.gov.au

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PARTNERSHIPS AND/OR SHARING RECEIPTS ARRANGEMENTS

A licensed conveyancer cannot be in a partnership or share receipts with an unlicensed person without first having the arrangement approved by the Commissioner. Fair Trading should be notified of all partnership and sharing of receipts arrangements. To seek approval of such an arrangement or to advise of a change in a partnership or sharing of receipts arrangement, please complete the *Conveyancer Partnership and Sharing of Receipts* form which is available on the Fair Trading website:

www.fairtrading.nsw.gov.au

Navigation: *Home > About Us > Our services > Forms > Property services forms*

CHANGE OF NAME

To advise of a change of name you must provide evidence of that change of name to NSW Fair Trading.

- for a change of corporation name, provide a copy of ASIC records confirming the change (NOTE: a change of company name will only be accepted if the licensed corporation's ACN is unchanged. If the company's ACN has changed a new corporation licence will need to be obtained);
- for an individual's change of name, provide a copy of a document evidencing the change of name such as a Marriage Certificate or Change of Name Certificate.

When sending evidence of a change of name to NSW Fair Trading, please quote your licence number as a reference in the covering correspondence.

CHANGE OF DIRECTORS

To advise of change of directors appointed to a licensed corporation, provide a copy of Australian Securities and Investments Commission (ASIC) records confirming the changes made, including evidence of identification for new directors; as well as evidence of identification (such as a copy of a driver licence or passport) for any new directors being appointed.

When sending evidence of a change of directors to NSW Fair Trading, please quote your licence number as a reference in the covering correspondence.

Processing time

Fair Trading will not send you confirmation that the details in this form have been recorded, unless you are advising of a change to your principal place or additional places of business. You can also confirm that changes to your principal and additional places of business have been updated by going to the NSW Fair Trading website at www.fairtrading.nsw.gov.au and clicking on "Check a licence > Select conveyancer's licence".

Please allow up to 6 weeks for this information to be processed and updated on the NSW online licence check facility.

How to lodge

This form and supporting documentation can be lodged:

- **By email** to propertylicensing@customerservice.nsw.gov.au.

The above information is intended as a guide only and is included to assist you in completing and lodging this form. This page is not part of the form. If required, professional advice should be obtained regarding the matters dealt with in this form.



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1. Licensee details

Name of Licensee *(Corporation or Individual)*

Licence number

You must complete all sections of this form, including the Licensee Declaration.

2. Principal place of business

Address

Suburb

State

Postcode

Business Name

If you will be conducting a conveyancing business at the above-specified address under a business name, you must attach to this application a copy of a document issued by the Australian Securities and Investments Commission that confirms you are the business name holder in order for the business name to be updated on your licensing records.

3. Contact details

Email address

Correspondence including renewals will be sent by email to this address.

Correspondence / Postal address

Suburb

State

Postcode

If no email address is provided, correspondence for this licensee will be posted to this address.

Daytime telephone number

Mobile number

4. Current residential address *(Mandatory for individual licence holders only)*

Address *(not PO Box)*

Suburb

State

Postcode

5. Additional places of business

If you are employed or carry on business at more than one place of business, please provide the details specified in section 1 for each additional place of business on a separate sheet of paper and attach to this form. This information will be updated and appear on the online licence check facility.

If you are no longer employed or carry on business at an additional place of business that is appearing on the online licence check facility, please specify the street address and telephone number of the additional place of business to be ceased on a separate sheet of paper and attach it to this form.

6. Declaration by the licensee

Individual licensee – declaration MUST be signed by the licensee.

Corporation licensee – declaration MUST be signed by a Director of the corporation.

I hereby certify that the particulars given in this form are true and correct and under the *Privacy and Personal Information Protection Act 1998* I certify that the licensee:

1. authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the licensee's ongoing eligibility to hold this licence;
2. acknowledges that information will be placed on a register open to the public in accordance with the *Conveyancers Licensing Act 2003*;
3. accepts that failure to supply information required on this form may delay the processing of the form; and
4. has a right to seek access to and correction of information supplied.

I also certify that the licensee will, when carrying out conveyancing work, be insured under a policy of professional indemnity insurance as provided in clause 6 of the *Conveyancers Licensing Regulation 2015*.

Note: It is an offence under the *Crimes Act 1900* to make a false or misleading statement in this document. The maximum penalty is imprisonment for two years or a fine of \$22,000 or both.

Title Given name(s)

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Family/Surname

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Signature

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Date signed (DD/MM/YYYY)

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This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue. If a cross appears please sign here

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Please retain a copy of this form for your records.

6. Declaration by the licensee *(continued)*

Privacy Statement

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. To assess and determine an application to update your address on your conveyancing licence record in accordance with section 11 of the *Conveyancers Licensing Act 2003* and Part 2 of the *Licensing and Registration (Uniform Procedures) Act 2002*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by NSW Fair Trading. We may also use it to administer/ update our customer database, including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit www.service.nsw.gov.au/privacy.