

# NOTICE THAT LICENSED CONVEYANCER DID NOT RECEIVE OR HOLD ANY TRUST MONEY DURING AUDIT PERIOD

Conveyancers Licensing Act 2003 section 77



## INSTRUCTIONS TO THE LICENSEE

This form is to be completed, signed and lodged by a licensee to notify NSW Fair Trading under section 77 of the *Conveyancers Licensing Act 2003* that the licensee has not received or held any money for or on behalf of any person in the course of an audit period.

If the licensee is an individual, this form must be completed, signed and lodged by the individual licensee.

If the licensee is a corporation, this form must be completed, signed and lodged by:

- Its director, if it only has one director
- Two of its directors, if it has more than one director.

Email the completed form to [audits@customerservice.nsw.gov.au](mailto:audits@customerservice.nsw.gov.au)

You must keep a copy for your records.

LICENSEE PARTICULARS	
Name of the licensee giving this notice (individual or company name, as applicable) ('the licensee')	
Licence number	
Business address	

I, as the licensee am *[select whichever is applicable]*

an individual

a corporation with 1 director

a corporation with more than 1 director

I give notice that no trust money was received or held for or on behalf of any person during the audit period 1 July to 30 June

Name of person/s signing notice

**Note:** 2 directors must sign if the licensee is a corporation and there is more than 1 director

Signature of person/s giving notice

**Note:** 2 directors must sign if the licensee is a corporation and there is more than 1 director

Date of signature

**Declaration:** I declare that the information that I have provided in this notice is true and correct to the best of my knowledge. I acknowledge that I may be liable to imprisonment for up to two years and/or a fine of up to \$22,000 if I am convicted of an offence under Part 5A of the *Crimes Act 1900* (NSW).