

# NOTIFICATION OF CHANGE OF DETAILS

Property and Stock Agents Act 2002



13 32 20 [fairtrading.nsw.gov.au](http://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

### CHANGE OF NAME

To advise of a change of name you must provide evidence of that change of name.

- **Individual change of name** – provide a copy of a document evidencing the change of name such as a Marriage Certificate or Change of Name Certificate.
- **Corporation change of name** – provide a copy of ASIC records confirming the change (Note: a change of company name will only be accepted if the licensed corporations ACN is unchanged. If the company's ACN has changed a new corporation licence will need to be obtained).

### BUSINESS NAME

If you wish to advise of a business name under which you will be carrying on the business of an agent at either the above-specified address 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.

### ADDITIONAL/REMOVAL OF PLACE OF BUSINESS

Please complete the address details of the place of business you are adding or removing. This information will be updated and appear on the [NSW online property licence check facility](#).

### PARTNERSHIPS

To advise of a change in a Partnership arrangement, please complete the *Notification of Partnership Particulars* form which is available on the [Fair Trading website](#).

### CHANGE OF DIRECTOR

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

Please retain a copy of this form for your records.

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 confirm that changes to your principal place of employment have been completed by visiting the NSW Fair Trading [NSW online property licence check facility](#).

## How to lodge

This form and supporting documentation can be lodged:

- **By email** to [propertylicensing@customerservice.nsw.gov.au](mailto:propertylicensing@customerservice.nsw.gov.au).
- For help in completing the application form, call 13 32 20 or email [propertylicensing@customerservice.nsw.gov.au](mailto: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.**

# NOTIFICATION OF CHANGE OF DETAILS

Property and Stock Agents Act 2002

13 32 20 fairtrading.nsw.gov.au

Please read the information before completing this form.  
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## 1. Licence details

Please select the licence you hold which we are updating details on.

☐ Individual ☐ Corporation

Licence or certificate number

## 2. Applicant details

Title Given name(s)

Family/Surname

Corporation name

## 3. Change of details

Please tick the box of the details you are changing and complete the particulars below (\*please see information for applicants for evidence required for specific changes).

☐ **Name of individual\***

Current name

New name

☐ **Residential address**

Current address

New address

☐ **Postal address**

Current address

New address

### 3. Change of details *(continued)*

☐ **Phone number**

Current number

New number

☐ **Email address** *(This is the primary channel for correspondence)*

Current address

New address

☐ **Business name\***

Current name

New name

☐ **Principal place of business or employment\***

Current place

New place

☐ **Additional place of business\***

Current place

New place

☐ **Removal of additional place of business\***

Current place

New place

☐ **Corporation name\***

Current name

New name

### 3. Change of details *(continued)*

☐ **Removal of a Director\***

Current Director

New Director

☐ **New Director**

Current Director

New Director

☐ **Partnership details**

☐ **Other details**

☐ **Other details**

### 4. Declaration by the applicant

I hereby provide the above changes to my certificate of registration particulars under the *Property and Stock Agents Act 2002* and certify that the particulars specified in this form and all attachments, are to the best of my knowledge, true and correct in every detail.

**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.**

This declaration must be signed by either the:

**Individual Licence** - by the individual licence holder or

**Corporation Licence** - by the Director of the Corporation.

Title      Given name(s)

Family/Surname

Signature

Date signed (DD/MM/YYYY)

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

## 4. Declaration by the applicant *(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 process an application for notice of change of details of your licence in accordance with the *Property and Stock Agents Act 2002* No 66 and section 12 of *Licensing and Registration (Uniform Procedures) Act 2002* No 28.
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](mailto:brdprivacy@customerservice.nsw.gov.au).

For more information about how Service NSW handles personal information please visit [www.service.nsw.gov.au/privacy](http://www.service.nsw.gov.au/privacy).