



**Fair
Trading**

**STATEMENT UNDER SECTION 63(1) OF THE
CONVEYANCERS LICENSING ACT 2003**

TRUST MONEY HELD BY A FORMER LICENSEE OR
PERSONAL REPRESENTATIVE OF A DECEASED LICENSEE

LICENSEE PARTICULARS	
Type of licensee	FORMER LICENSEE / DECEASED LICENSEE (strike through the type that is not applicable)
Name of the former or deceased licensee	
Licence number	
Name and signature of the person who prepared this statement	
Contact telephone number of the person who prepared this statement	
Date on which this statement was prepared	

PARTICULARS OF THE TRUST ACCOUNT IN WHICH THE TRUST MONEY IS HELD	
Name of the trust account	
Trust account number	
Name of the authorised deposit-taking institution at which the trust account is held	

TRUST MONEY PARTICULARS	
Name of the person for whom or on whose behalf the money is held	
Last known address of the person for whom or on whose behalf the money is held	
Amount of money held as at the date on which this statement was prepared	
Date on which and purpose for which the money was received by the former licensee, deceased licensee or personal representative	

EXPLANATORY NOTES

A former licensee or the personal representative of a deceased licensee must prepare a statement under section 63(1) of the *Conveyancers Licensing Act 2003* if the former licensee or the personal representative of a deceased licensee holds money in a trust account kept under the *Conveyancers Licensing Act 2003*. A former licensee means a person who has been but has ceased to be a licensee.

A former licensee or personal representative of a deceased licensee must complete a statement for each person for whom or on whose behalf trust money is held. NSW Fair Trading must receive a statement from the former licensee or the personal representative of a deceased licensee within 3 months after the date on which the person ceased to be a licensee or became the personal representative of a deceased licensee.

A former licensee or personal representative of a deceased licensee may send a statement by post to: NSW Fair Trading (Attention: Compensation Fund Unit), PO Box 972, PARRAMATTA, NSW, 2124 or email to compensationfunds@customerservice.nsw.gov.au

A former licensee or personal representative of a deceased licensee must prepare an unclaimed money statement under section 63(3) of the *Conveyancers Licensing Act 2003* 12 months after making a statement under section 63(1) of the *Conveyancers Licensing Act 2003*. NSW Fair Trading must receive the unclaimed money statement within 14 days after the period of 12 months has elapsed since the statement under section 63(1) of the *Conveyancers Licensing Act 2003* was made.

A former licensee or personal representative of a deceased licensee must NOT send the trust money to NSW Fair Trading unless the former licensee or personal representative of a deceased licensee has received a notice from NSW Fair Trading under section 64(3) of the *Conveyancers Licensing Act 2003*.