

APPLICATION FOR A CERTIFICATE OF REGISTRATION

Assistant Agent

Property and Stock Agents Act 2002



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

Please complete all sections of this form, including the disclosure and declaration.

For the purposes of this application the *Property and Stock Agents Act 2002* will be referred to as the Act.

IDENTIFICATION DOCUMENTS

Documents cannot be used twice (e.g. if an Australian Passport is presented under List 1, it cannot be presented again under List 2).

The required forms of identification are:

1 Photo ID from List 1 **OR** 1 Commencement of Identity document from List 2 **AND** 1 document from List 3. Please ensure all copies are clear and legible.

Attachments

The following items must be attached to this application for progression:

- A clearly legible copy of your qualifications (not applicable if you are applying under mutual recognition legislation)
- Proof of Identification as set out in the checklist

Processing time

Please allow up to 30 business days for this information to be processed in accordance with Fair Trading customer service standards.

Fees

For current licence fees click [here](https://www.fairtrading.nsw.gov.au/help-centre/fees/Property-and-stock-agent-fees) or visit the website at <https://www.fairtrading.nsw.gov.au/help-centre/fees/Property-and-stock-agent-fees>. Fees are GST exempt and include a non-refundable processing component.

How to lodge

This form and supporting documentation can be lodged:

- **By email** to propertylicensing@customerservice.nsw.gov.au.
- For help in completing the application form, call 13 32 20 or email 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. Identification documents

LIST ONE (1) - PHOTO ID

Provide a copy of one (1) of the following documents:

- ☐ Australian State / Territory issued Drivers Licence
- ☐ Australian Passport
- ☐ Immicard
- ☐ Australian Issued Citizenship Certificate

LIST THREE (3) - PHOTO ID

Provide a copy of one (1) of the following documents:

- ☐ Medicare
- ☐ Any document listed in *List 2 - Commencement of Identity*, if not used elsewhere **OR** *List One (1) - PhotoID* document categories, if not used elsewhere.

LIST TWO (2) - COMMENCEMENT OF IDENTITY

Provide a copy of one (1) of the following documents:

- ☐ Australian Issued Birth Certificate
- ☐ Australian Passport
- ☐ Australian Issued Citizenship Certificate
- ☐ Travel Visa (supported by foreign passport)

LIST FOUR (4) - ONLY IF REQUIRED e.g. Change of Name

- ☐ An Australian Marriage Certificate
- ☐ Birth Certificate
- ☐ Change of Name Certificate
- ☐ Decree Nisi/Decree Absolute Divorce Papers
- ☐ Deed Poll Papers (change of name)
- ☐ Commonwealth Victims Certificate

2. Qualifications

Provide one (1) copy of the following Documents:

- ☐ Qualifications from a Registered Training Organisation (RTO)

This document must be a transcript of your academic record that confirms you have completed the required competencies. This document must also display the nationally recognised accreditation triangular logo.

3. Certificate type

What certificate are you applying for?

- ☐ Assistant Real Estate Agent
- ☐ Assistant Stock and Station Agent
- ☐ Assistant Strata Managing Agent
- ☐ Adding to existing certificate

Applying for additional certificate only

What are you adding to your existing certificate?

Certificate number

4. Applicant details

Title Given name(s)

Family/Surname

Other names you have been known by (if any) including maiden name

Preferred name

Preferred telephone contact number

Unique Student Identifier (USI)

Email address

NOTE: This is the primary channel for all correspondence.

Residential address

Suburb

State

Postcode

Postal address (Correspondence will only be sent to this address if an email address is not provided)

Suburb

State

Postcode

NOTE: You must advise NSW Fair Trading of any changes to your email, mobile number or address details.

5. Previous certificate or licence held

Do you or have you previously held a certificate or licence under the *Property, Stock and Business Agents Act 1941* or under the *Property, Stock and Business Agents Act 2002*?

☐

Yes

☐

No

If Yes, please provide previous certificate or licence number below.

6. Employment details

Are you currently employed by or have an offer of employment in the real estate industry from a licensee under the *Property and Stock Agents Act 2002*?

☐

Yes

☐

No

If Yes, please complete address below.

Street address in NSW where you are/intend to be employed

Suburb

State

Postcode

7. Disclosure

If you answer yes to any of the following questions, please provide full details in *Attachment Section 7*.

- Have you been convicted in NSW or elsewhere of ANY offence that was recorded in the last 10 years? ☐ Yes ☐ No
- Have you had a conviction recorded in the last 5 years for an offence of licence or certificate lending under this Act? ☐ Yes ☐ No
- Are you disqualified from holding a licence, certificate of registration, permit or other authority under legislation administered by the Minister responsible for Fair Trading or under a corresponding law? ☐ Yes ☐ No
- Do you owe an amount to the Crown for the recovery of payments from the Compensation Fund? ☐ Yes ☐ No
- Do you owe a monetary penalty payable in relation to disciplinary proceedings or have you failed to comply with a direction given by the Commissioner under the *Property, Stock and Business Agents Act 2002*? ☐ Yes ☐ No

8. Declaration by the applicant

I apply for the grant of a licence under the *Property and Stock Agents Act 2002* and certify that the particulars specified in this application 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.

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

It is an offence under the *Property and Stock Agents Act 2002* for you to be, represent as, act as or exercise any of the functions of an assistant agent if you do not hold the relevant certificate of registration under the Act.

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 for a Certificate of Registration in accordance with the *Property and Stock Agents Act 2002* No 66, section 41 of *Licensing and Registration (Uniform Procedures) Act 2002* No 28, *Property and Stock Agents Regulation 2014* and *Property and stock Agents (Qualifications) Order 2019*.
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.

8. Declaration by the applicant *(continued)*

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.

9. Payment details

This application must be accompanied by the prescribed fee. For information on how much to pay, visit the fees section available at

<https://www.fairtrading.nsw.gov.au/help-centre/fees/Property-and-stock-agent-fees>

Payment:

Pay by credit card or PayPal using the following link:

www.fairtrading.nsw.gov.au/applicationpayments

Step 1 - Click on the link or type the URL into your web browser

Step 2 - Follow the instructions online to complete the payment

Step 3 - When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging the application, not providing this information may result in delays in processing your application.

Receipt number

Note: If you are having difficulty lodging the application please contact NSW Fair Trading on 13 32 20.

Please attend a Service NSW centre to lodge and pay by other methods.