# *Commercial and Private Agents Licensing Act*

Please print in block letters. If there is insufficient space, attach extra sheets. All questions must be answered and full particulars provided.

Once this application form is complete it must be lodged at a Territory Business Centre with the prescribed fee. For any enquiries relating to this application please contact (08) 8999 1800

| **Appointment of New Nominee or Change of Particulars for Nominee of Corporation** | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Licensee Details** | | | | | | | | | | | | |
| Full Name | | | |  | | | | | | | | |
| ACN | | | |  | | | | | | | | |
| Licence number | | | |  | | Expiry date | | |  | | | |
| **2. Details of new director or office holder** | | | | | | | | | | | | |
| Title | | | | Mr  Mrs  Ms  Miss | | | | | | | | |
| Surname | | | |  | | | | | | | | |
| Given Name(s) | | | |  | | | | | | | | |
| Date of Birth | | | |  | | Position held | | | |  | | |
| Residential Address | | | |  | | | | | | | | |
| Telephone | | | |  | | Mobile | | | |  | | |
| Email | | | |  | | | | | | | | |
| Date the new director became an Officer of the agent/corporation | | | | | | | | | |  | | |
| Have you previously carried on business as an agent or been employed by an agent? | | | | | | | | | | Yes  No | | |
| If **Yes**, please provide particulars of that business or employment. | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **3. Details of former director or office holder** | | | | | | | | | | | | |
| Full Name of Former Nominee | | |  | | | | | | | | | |
| Current Residential Address of Former Nominee | | |  | | | | | | | | | |
| **4. Unattested Declaration under the *Oaths, Affidavits and Declarations Act* by authorised Nominee of the Corporation** | | | | | | | | | | | | |
| This declaration must be completed by a nominee authorised to make this application. | | | | | | | | | | | | |
| I (insert name of employee) |  | | | | | | | | | | | |
| Of (insert address) |  | | | | | | | | | | | |
| solemnly and sincerely declare that:   1. I have been appointed nominee of the corporation for the purposes of the *Commercial and Private Agents Licensing Act*, and am in bona fide control of the affairs of the corporation in the Northern Territory. 2. all statements and information contained in this application for the purpose of obtaining a licence under the *Commercial and Private Agents* Act are true and correct to the best of my knowledge; 3. I have read and understood the information contained in this application;   and I further state that:   1. this declaration is true and correct; and 2. I know that it is an offence to make a declaration that is false in any material particular. | | | | | | | | | | | | |
| Declared at (insert location) | |  | | | | | On (date) | | | |  | |
| Signature of applicant | |  | | | | | | Date | | |  | |
| **5. Supporting documents** | | | | | | | | | | | | |
| Certified copies of current photographic ID of new person associated with this application (driver’s licence or passport). Must be over 18 years of age. | | | | | | | | | | | |  |
| Evidence of lodgement of Criminal History Name Check Application for new person associated with this application. Please note that applications will not be processed until receipt of the Criminal History Report has been received. | | | | | | | | | | | |  |
| Current Company extract (evidence of change in office holders) | | | | | | | | | | | |  |
| **6. Privacy statement** | | | | | | | | | | | | |
| The Department of the Attorney-General & Justice complies with the Information Privacy Principles scheduled by the *Information Act*. | | | | | | | | | | | | |
| **7. Lodgement options** | | | | | | | | | | | | |
| Applications can be lodged at a Territory Business Centre with the prescribed fee at: | | | | | | | | | | | | |
| Darwin Corporate Park  Ground Floor, Building 3  631 Stuart Highway Berrimah  GPO Box 9800  Darwin NT 0801  t: (08) 8982 1700  f: (08) 8982 1725  Toll free: 1800 193 111  e: [territory.businesscentre@nt.gov.au](mailto:territory.businesscentre@nt.gov.au) | | | | | Katherine  Shop 1, Randazzo Building  18 Katherine Terrace  Katherine  PO Box 9800  Katherine NT 0851  t: (08) 8973 8180  f: (08) 8973 8188  e: [territory.businesscentre@nt.gov.au](mailto:territory.businesscentre@nt.gov.au) | | | | | | | |
| Tennant Creek  Shop 2, Barkley House  Cnr Davidson and Paterson Streets  Tennant Creek  PO Box 9800  Tennant Creek NT 0861  t: (08) 8962 4411  f: (08) 8982 1725  e: [territory.businesscentre@nt.gov.au](mailto:territory.businesscentre@nt.gov.au) | | | | | Alice Springs  Ground Floor, The Green Well Building  50 Bath Street  Alice Springs  PO Box 9800  Alice Springs NT 0871  t: (08) 8951 8524  f: (08) 8951 8533  e: [territory.businesscentre@nt.gov.au](mailto:territory.businesscentre@nt.gov.au) | | | | | | | |