

Certificate of Registration APPLICATION

Property and Stock Agents Act 2002

Use this form to apply as an individual for a Property Certificate of Registration. This lets you work as an assistant agent in Real Estate, Strata Management, or Stock and Station.

A Certificate of Registration is issued for 4 years and is non-renewable. If you have held a certificate in the last 12 months you may not be eligible to apply again, please refer to the [NSW Fair Trading](#) website.

Complete the [Add or Remove a Category Application](#) to add a category to an existing Certificate of Registration.

Am I eligible?

You must be 16 years or older and have completed the required [qualification/s](#).

How much does a certificate cost?

Information about the current fees is available on the [NSW Fair Trading](#) website. Fees are GST exempt and include a non-refundable processing component.

What happens next?

Your application and supporting documents will be assessed to ensure you meet the requirements to hold a Certificate of Registration. We will endeavour to complete the assessment of your application within our service standards, however, please note that if we need to contact you for additional information this may increase the time we take to assess your application.

How will I know the outcome of my application?

We will let you know whether your application is granted or refused by email. If your application is refused, we will contact you in writing outlining the reason/s and provide you with details of your options.

How do I apply?

Online

Complete an online form at [Service NSW](#).

In person

Complete this form and apply in person at any Service NSW centre. For your nearest Service NSW centre go to [service centre locator](#) or phone 13 77 88

What do I need to complete this form?

Attachments and information you may need include

- Two types of certified identification
- The details of your previous licence or certificate of registration (if applicable)
- A copy of your qualification certificate/s

If you are having difficulty submitting this application contact NSW Fair Trading on 13 32 20

SECTION 1 – Applicant Details

First name

Last name

Middle name(s) (if any)

Date of Birth (DD/MM/YYYY)

Any previous legal or other known names

SECTION 2 – Proof of identity

To verify your identity, you will need to provide two types of certified identification. The names on your two documents **must match** the name provided in the applicant's details section. Please ensure all copies are clear and legible.

Please select two types of certified identification and provide a copy of the document

- | | |
|---|---|
| <input type="checkbox"/> Australian Driver Licence | <input type="checkbox"/> Australian Citizen Certificate |
| <input type="checkbox"/> Australian Birth Certificate | <input type="checkbox"/> Medicare Card |
| <input type="checkbox"/> Australian Passport | <input type="checkbox"/> Travel Visa (this must be supported by a Foreign Passport) |
| | <input type="checkbox"/> Proof of Age Card |

SECTION 2a – Proof of any previous legal or other known names

If you have any previous legal or other known names, please provide additional documents from the below list.

- | | |
|--|---|
| <input type="checkbox"/> Australian Marriage Certificate | <input type="checkbox"/> Decree Nisi/Decree Absolute Divorce Papers |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Commonwealth Victims Certificate |
| <input type="checkbox"/> Change of Name Certificate | |

SECTION 3 – Applicant's Contact Details

Note - you must advise NSW Fair Trading of any changes to your email, mobile number or address details

Preferred contact number

Mobile number

Email address – *this is where you will receive all correspondence*

Residential address (including postcode)

Postal address (including postcode)

SECTION 4 –Category

Select one or more categories you are applying for

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Strata Management | <input type="checkbox"/> Stock and Station |
|--------------------------------------|--|--|

Note - if you have completed the five (5) core units from CPP41419 Certificate IV in Real Estate Practice – you are eligible to apply for Real Estate & Stock and Station categories.

SECTION 5 – Qualification Details

Provide details of the approved qualification you have obtained.

Note - you must attach a legible copy of your qualification transcript/s to this application.

Qualification 1

Course name

Training provider/University

Date completed

Qualification 2

Course name

Training provider/University

Date completed

Qualification 3

Course name

Training provider/University

Date completed

SECTION 6 – Employment

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*?

No

Yes – Provide the employment address below

Employment address (including postcode)

SECTION 7 – 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 and Stock Agents Act 2002*?

No

Yes – Provide previous certificate or licence number

SECTION 8 – Disclosures

If you answer yes to any of the following questions, please provide full details in attachments section.

Mental incapacity

Do you have a mental incapacity?

No

Yes

A 'mentally incapacitated person' means a person who is an involuntary, forensic or correctional patient as defined by the Mental Health Act 2007 (NSW) or a 'protected person' within the meaning of the NSW Trustee and Guardian Act 2009.

Criminal Record

1. Have you been convicted in NSW or elsewhere of any criminal offence that was recorded in the last 10 years or do you have any pending charges? No Yes

This question is asking if you have been found guilty of a criminal charge or offence that was recorded against your name. A criminal offence includes:

- any recorded conviction for a criminal offence
- being subject to a bond
- incarceration
- being on parole or subject to parole conditions.

2. Have you had a conviction recorded in the last 5 years for an offence of licence or certificate lending under the *Property and Stock Agents Act 2002*? No Yes

This question is asking if you have been charged with lending your property licence or certificate to another person.

Disqualifications

Are you suspended or disqualified from holding a licence, certificate of registration, permit or other authority under legislation administered by the Minister responsible for NSW Fair Trading or under a corresponding law? No Yes

This question is asking if you have been disqualified or had a suspension placed on any type of licence issued by NSW Fair Trading or in another jurisdiction.

Debts

1. Do you owe an amount to the Crown for the recovery of payments from the Compensation Fund? No Yes

This question is asking if you owe the government money that the Property Services Compensation Fund has already compensated consumers with. This happens when an agent has failed to account for funds held in trust.

2. Do you owe a monetary penalty payable in relation to disciplinary proceedings or have you failed to comply with a direction given by the Secretary under the *Property and Stock Agents Act 2002*? No Yes

This question is asking if you have an outstanding penalty to pay or you have failed to comply with a direction given by the Secretary in relation to the property industry.

SECTION 9 – Attachments

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

Proof of Identity

Provide two types of identification as you have selected in **SECTION 2**.

Qualifications

Provide a clear and legible copy of your qualification transcript from a Registered Training Organisation (RTO) to confirm you have completed the required competencies. This document must also display the nationally recognised accreditation triangular logo.

These additional items may need to be attached to this application for progression

Disclosures

If you have answered Yes in your disclosure questions, complete and attach the additional details in the relevant forms below

- Criminal Record Complete and attach the [Criminal History](#) form.
- Disqualifications Complete and attach the [Disqualifications/Suspensions](#) form.
- Debts Complete and attach the [Debts](#) form

These forms are to assist you in providing the required details and allow prompt assessment of your application. Failure to provide sufficiently detailed information can affect the outcome of your application as NSW Fair Trading will be unable to assess your circumstances.

SECTION 10 – Declaration and consent

I declare that

- the particulars specified in this application and all attachments are to the best of my knowledge, true and correct in every detail
- I authorise NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to my ongoing eligibility to hold a licence under the *Property and Stock Agents Act 2002*.

I acknowledge that

- information will be placed on the register open to the public in accordance with the *Property and Stock Agents Act 2002*
- failure to supply information required on this application may delay the processing of this application
- I have a right to seek access to, and correction of, information supplied
- MyServiceNSW account is being used to initiate this application. Learn more about how your personal information is handled by reading these privacy statements from [Service NSW](#) and [Fair Trading website](#).

Making a false or misleading statement, giving false or misleading information, or producing false or misleading documents is a serious offence which may render you liable to prosecution for offences including under the *Crimes Act 1900* which may result in penalties including a fine or imprisonment.

Full name

Signature

Date (DD/MM/YYYY)

You must not undertake the activities of an assistant agent until your application for a certificate of registration is granted. 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 Collection Notice

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information and health information. We do this by handling your personal and health information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and *Health Records and Information Privacy Act* (HRIP Act).

Service NSW acts as a shopfront for NSW Fair Trading in relation to your property licence or certificate. Service NSW will collect and use the personal information you provide to verify your identity and confirm your current contact details. Service NSW will share the information it collects with NSW Fair Trading in order to process and receive your application.

The personal and health information contained in your application is collected and held by NSW Fair Trading for the following purposes:

1. To process an application for an individual for a Property Certificate of Registration in accordance with the *Property and Stock Agents Act 2002* 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, creating or maintaining records in your MyService NSW Account and/or Service NSW Business Profile, and verifying your identity documents.
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.

You are legally required to provide personal information if you want to apply for, update or renew a licence. If you do not provide this information to us, we may not be able to process your application.

We note as part of the application process, if you have selected yes to being a “mentally incapacitated person”, you may be asked to provide medical evidence from a medical practitioner. This will help us decide whether you are eligible for a licence or certificate under the *Property and Stock Agents Act 2002*.

We may use the personal information and health 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 and health information in accordance with provisions under the PPIP Act and HRIP Act. This being the information is to be kept for no longer than necessary for the purposes of which the information may lawfully be used. The information is disposed of securely, protected by taking reasonably necessary safeguards against any loss, unauthorised access, use, misuse, modification or disclosure against all other misuse of the information.

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 use or disclose your personal information and health 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 and health 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-statement.