

APPLICATION TO AMEND REGISTERED DETAILS BODY CORPORATE

Security and Investigations Agents Act 2002



IMPORTANT INFORMATION

- ◆ Applicants should be aware of their responsibilities under the Security and Investigations Agents Act 2002. You can view the legislation and its regulations or download them from www.thelaw.tas.gov.au. You may also obtain information at www.consumer.tas.gov.au
- ◆ You must indicate the type of amendment you require in relation to the licence details and then complete the appropriate section.

Part 4

- ◆ You must ensure you include evidence to support change of name (e.g. certificate issued by ASIC)

Part 7

- ◆ A company may not undertake any new activities until they receive the licence with the activity endorsed.
- ◆ Adding an activity will not extend the expiry date. The licence period for new activities will be aligned with to the commencement date of your current licence and the expiry date will be the same as before.

Part 8

- ◆ For each new director appointed a national police record and bankruptcy report is required and must be dated within the last 30 days.

Personal Information Protection Statement

Consumer Affairs and Fair Trading (CAFT) will collect personal information from you for the purpose of processing this application. You are required to provide this information by the *Security and Investigation Agents Act 2002*. Failure to provide this information may result in your application not being processed. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to other authorised organisations. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to CAFT. You may be charged a fee for this service.

PART 1 – LICENCE DETAILS

Licence Number:

Company Name:

LICENCE DETAILS

You must provide the company name and licence number

PART 2 – TYPE OF AMENDMENT (PLEASE TICK)

- Change of address & contact details **No Fee** Go to part 3
- Change of company name **\$46.55** Go to part 4
- Change of manager **\$46.55** Go to part 5
- Replacement of certificate **\$46.55** Go to part 6
- Add or Remove an activity **\$46.55** Go to part 7
- Appoint new director **\$46.55** Go to part 8
- Remove a director **\$46.55** Go to part 9

For any combination of these amendments the fee is \$46.55

TYPE OF AMEDEMMENT

Please indicate the type of amendment you require in relation to your licence details and then complete the appropriate section

Part 10 the Declaration MUST be signed for all amendments by a director of the company

PART 3 – ADDRESS & CONTACT DETAILS

Business Address:

Registered Address:

Postal Address:

Phone Business:

Phone Mobile:

Email:

- Yes, I would like to receive the security industry bulletin
- No, I do not want to receive the security industry bulletin

ADDRESS & CONTACT DETAILS

If the company has changed address or contact details complete this section

If you would like to receive the Security Industry Bulletin please provide an email address

**APPLICATION TO AMEND DETAILS
BODY CORPORATE**

PART 4 - CHANGE OF NAME

Previous Name:

New Name:

CHANGE OF NAME

Proof of the name change must accompany this form

PART 5 - CHANGE OF MANAGER

- ACTIVITIES**
- SECURITY AGENT
- CROWD CONTROL AGENT
- INQUIRY AGENT
- COMMERCIAL AGENT

MANAGER DETAILS

Licence number of manager:

Name of manager:

Business address of manager: (PO Box is not acceptable)

Signature of manager:

CHANGE OF MANAGER

The person appointed as manager must have a current Tasmanian licence to undertake the activities ticked

If they do not hold a licence to undertake an activity they cannot be recorded as your manager

Manager must sign the form

PART 6 - REPLACEMENT OF CERTIFICATE

I require a replacement certificate

Set out the circumstances through which the certificate was lost, damaged or destroyed

REPLACEMENT OF CERTIFICATE

Complete this section only if your certificate has been lost, stolen, destroyed or mutilated and you require a replacement

PART 7 - ADDING OR REMOVING AN ACTIVITY

PLEASE TICK

- I would like to add an activity to the body corporate licence
- I would like to remove an activity from the body corporate licence

Please tick which activities you require to be added or removed

ACTIVITIES

- SECURITY AGENT
- CROWD CONTROL AGENT
- INQUIRY AGENT
- COMMERCIAL AGENT

ADDING OR REMOVING AN ACTIVITY

Please tick if you wish to add or remove any activity.

The licence period for new activities will be aligned with to the commencement date of your current licence and will expire on the same date

IMPORTANT when adding an activity you may need to complete part 5 to add a manager.

PART 8 – APPOINT NEW DIRECTOR

NEW DIRECTOR

Surname:

First Name:

Other Given Names:

Have you been known by any other name:

Sex : Male Female

Date of Birth:

Country of Birth:

If born overseas period of time in
Australia:

Residential Address:

Signature of new director:

Date:

<input type="text"/>	<input type="text"/>
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NEW DIRECTOR

Surname:

First Name:

Other Given Names:

Have you been known by any other name:

Sex : Male Female

Date of Birth:

Country of Birth:

If born overseas period of time in
Australia:

Residential Address:

Signature of new director:

Date:

<input type="text"/>	<input type="text"/>
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APPOINT NEW DIRECTOR PERSONAL DETAILS

You must provide your full name

If you have been known by another name proof of name change must be attached to this application

Provide date and country of birth if not born in Australia you need to state the period of time you have lived in this Country

Provide your residential address

Attach a bankruptcy report and National Police record dated within the last month

New director must sign form

APPOINT NEW DIRECTOR PERSONAL DETAILS

You must provide your full name

If you have been known by another name proof of name change must be attached to this application

Provide date and country of birth if not born in Australia you need to state the period of time you have lived in this Country

Provide your residential address

Attach a bankruptcy report and National Police record dated within the last month

New director must sign form

PART 9 – REMOVE A DIRECTOR

Full name of director:

Signature of director:

Date:

<input type="text"/>	<input type="text"/>
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REMOVE A DIRECTOR

Insert the full name of director

Signature of director is required

If the change relates to a deceased person an executor of the estate or the personal representative of the deceased must sign the form

Full name of director:

Signature of director:

Date:

<input type="text"/>	<input type="text"/>
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REMOVE A DIRECTOR

Insert the full name of director

Signature of director is required

If the change relates to a deceased person an executor of the estate or the personal representative of the deceased must sign the form

PART 10- DECLARATION

DECLARATION

I confirm that the information supplied in this application is true and accurate and understand that if I wilfully supply details that are incorrect or omit to furnish particulars that are required I may be ineligible to obtain a licence and can be fined under the Act.

Signature of a director:

Date:

<input type="text"/>	<input type="text"/>
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Signature of witness:

Date:

<input type="text"/>	<input type="text"/>
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Full name of witness:

Address of witness:

DECLARATION

PENALTY FOR SUPPLY ANY FALSE OR MISLEADING INFORMATION

Section 27D - Security and Investigations Agents Act 2002

A person must not, in giving any information under this Act-

(a) make a statement knowing it to be false or misleading; or

(b) omit any matter from a statement knowing that without that matter that statement is false or misleading

OFFICE USE ONLY

LICENCE NUMBER: _____

EXPIRY DATE: _____

Date Received
Stamp

<p>Date Received Stamp</p>
