

Application to Amend Registered Details

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Security and Investigations Agents Act 2002

FEE: [refer to fee schedule](#)

Service Tasmania Product Code: 427

APPLICANT DETAILS

Licence Number:

Full Name:

OR

Corporation Name:

CHANGE OF NAME

Previous:

New Name:

A certificate evidence of the name change is required

CHANGE TO REGISTERED ADDRESS DETAILS

Residential Address:

Business Address:

Postal Address:

Phone Home:

Phone Mobile:

Phone Business:

Email:

If you provide an email address you will receive the security industry bulletin

EMPLOYEE LICENCE - CHANGE OR APPOINT A MANAGER

Please tick the activities the change / appointment of a manager is for

SECURITY GUARD

COMMERCIAL SUB-AGENT

CROWD CONTROLLER

Full name of manager:

Firm Name:

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

Licence number of manager:

Signature of manager:

BODY CORPORATE LICENCE - CHANGE OF MANAGER

Please tick the activities the change of manager is for

SECURITY AGENT

INQUIRY AGENT

CROWD CONTROL AGENT

COMMERCIAL AGENT

Full name of manager:

Licence number of manager:

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

Signature of manager:

SIGNATURE OF APPLICANT

Date Received _____

Expiry Date _____

OFFICE USE ONLY

Licence Number _____

Department of Justice

CONSUMER AFFAIRS & FAIR TRADING



You are required to advise the Office of Consumer Affairs, within 30 days of any change to your licence details.

Only complete the sections that are relevant

CHANGE OF NAME

This section is completed if an individual or a corporation changes its name. Proof of the name change must accompany this form

Example of a name change: an individual marries and changes their surname or a corporation changes their name with ASIC.

CHANGE TO REGISTERED ADDRESS DETAILS

This section is completed if any of your contact details have changed.

EMPLOYEE LICENCE – CHANGE OR APPOINT A MANAGER

The person / corporation appointed 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.

They must sign the form.

This form can not be used to add an activity to a licence, if you do not already have the activity endorsed on your licence, ticking the box on this form will NOT add it to your licence.

To add an activity to a licence you must complete the form 'Application to Add or Remove an Activity'.

Adding a manager to an employee licence will not remove the condition of provisional from a licence this can only be done, by lodging a 'Completion of Competency Units' form.

BODY CORPORATE LICENCE – CHANGE OF MANAGER

The person appointed 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.

They must sign the form.

This form can not be used to add an activity to a licence, if you do not already have the activity endorsed on your licence, ticking the box on this form will NOT add it to your licence.

To add an activity to a licence you must complete the form 'Application to Add or Remove an Activity'.

SIGNATURE OF APPLICANT

The form must be signed by the applicant

PAYMENT

FILING FEE: Fees increase 1 July each year. The relevant fee must be submitted with this form.

For Current fee information refer to the Fee Schedule (available from the payments page at www.consumer.tas.gov.au).

LODGING THE FORM

LODGEMENT: made in person at Service Tasmania

PROCESSING TIME

Your application will be processed within 3 – 5 working days of receipt by Consumer Affairs & Fair Trading.

ENQUIRIES

Telephone: Security Help Line 03 6233 2199

Email: business.affairs@justice.tas.gov.au

Website: www.consumer.tas.gov.au

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 organizations. 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.