

APPLICATION TO
AMEND REGISTERED
DETAILS ON A
CONVEYANCING
LICENCE

Application to amend registered details on a Conveyancing Licence

Conveyancing Act 2004

NO FEE

If there is any change in the details of the a licence the conveyancer must, advise this office within 14 days after the change.

APPLICANT DETAILS

Surname:

Given Names:

Licence Number:

CHANGE OF NAME

Previous:

New Name:

A certificate evidence of the name change is required

CHANGE TO REGISTERED DETAILS

Residential Address:

Business Address:

Postal Address:

Phone Home:

Phone Mobile:

Phone Business:

Email:

CHANGE OF BUSINESS NAME

Previous:

New Name:

A certificate evidence of the name change is required

Declaration

I declare that the particulars in this application and any attachments are true and correct and I make this declaration knowing that if I wilfully supply details that are incorrect or omit to furnish particulars that are required I may be ineligible to hold a licence.

Signature of applicant

ENQUIRIES

Telephone: 03 6233 2199

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

Website: www.consumer.tas.gov.au

LODGING THE FORM

In person: at Service Tasmania

By mail to: Business Affairs Branch
GPO Box 1244
Hobart TAS 7001

PROCESSING TIME

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

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 *Conveyancing Act 2004*. 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.

AMEND DETAILS