

INSTRUCTION PAGES AND APPLICATION TO AMEND REGISTERED DETAILS

Body Corporate licence

Enquires to Consumer Affairs & Fair Trading on 1300 65 4499

PART 1 – LICENCE DETAILS

Company Name: _____

Licence Number: _____

You must provide the company name and licence number

PART 2 – TYPE OF AMENDMENT (Please tick)

Change of address & contact details	<input type="checkbox"/> No Fee	Parts 1, 3 & 10
Change of name	<input type="checkbox"/> \$51.10	Parts 1, 4 & 10
Add or Remove activity	<input type="checkbox"/> \$51.10	Parts 1, 5 & 10
Appoint new director	<input type="checkbox"/> \$51.10	Parts 1, 6 & 10
Remove director	<input type="checkbox"/> \$51.10	Parts 1, 7 & 10
Change manager	<input type="checkbox"/> No Fee	Parts 1, 8 & 10
Replacement certificate	<input type="checkbox"/> \$51.10	Parts 1, 9 & 10

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

PART 10 the Declaration **MUST** be signed for all amendments

For any combination of these amendments the fee is \$51.10

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 wish to receive the Security Industry Bulletin

Complete if any of the company's, business or postal address or contact details have changed

If you would like to receive the security industry bulletin you **must** provide an email address

A FEE IS NOT REQUIRED IF ONLY SECTIONS 1, 3 AND 10 COMPLETED

PART 4 – CHANGE OF NAME

Previous Name: _____

New Name: _____

Proof of the name change must accompany this form

PART 5 – ADDING OR REMOVING AN ACTIVITY FROM A LICENCE (Please tick)

- I would like to add an activity to the company licence
- I would like to remove an activity to the company licence
- Crowd Control
 - Security General Guarding
 - Monitoring Room Operator
 - Security Guarding with Dog
 - Commercial / Commercial Sub-Agent
 - Inquiry (agent individual licence holders only)

These 2 activities cannot be added unless you hold a Security General Guarding licence

- Body Guard Security Guarding with Firearm

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

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

Please note: when adding an activity you need to complete part 8 to add a manager for the new activities.

PART 6 – APPOINT NEW DIRECTOR

Surname: _____

Given Name: _____

Middle Name(s): _____

Have you ever changed your name? Yes No

If Yes, provide details: _____

Gender: Male Female Date of birth: _____

Place of Birth: Town / City: _____

Country: _____

If born overseas period of time in Australia: _____

Residential Address: _____

Director Signature: _____

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 place / 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 and fingerprint record check dated within the last month

Each new director must have their fingerprints taken

New director must sign form

ADDITIONAL PAGES MAY BE ADDED IF MULTIPLE DIRECTORS

PART 7 – REMOVE A DIRECTOR

Surname: _____

Given Names: _____

Director Signature: _____

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

ADDITIONAL PAGES MAY BE ADDED IF MULTIPLE DIRECTORS

PART 8 – CHANGE A MANAGER (Please tick)

MANAGER FOR:

- | | |
|---|--|
| <input type="checkbox"/> Security General Guarding | <input type="checkbox"/> Crowd Control |
| <input type="checkbox"/> Security Guarding with Dog | <input type="checkbox"/> Body Guard |
| <input type="checkbox"/> Security Guarding with Firearm | <input type="checkbox"/> Inquiry |
| <input type="checkbox"/> Monitoring Room Operator | <input type="checkbox"/> Commercial |

Manager Licence Number: _____

Manager Name: _____

Manager Business Address:
(PO Box is not acceptable) _____

Manager Signature: _____

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

ADDITIONAL PAGES MAY BE ADDED IF MULTIPLE MANAGERS

A FEE IS NOT REQUIRED IF ONLY SECTIONS 1, 8 AND 10 COMPLETED

PART 9 – REPLACEMENT CERTIFICATE

I/We require a replacement certificate

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

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

PART 10 – DECLARATION

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

Applicants Signature: _____ Date _____

Witness Signature: _____ Date _____

Full name of witness: _____

Full address of witness: _____

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

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YOU MUST COMPLETE ALL RELEVANT PARTS OF THE APPLICATION AND PROVIDE ALL REQUESTED DOCUMENTATION BEFORE YOUR APPLICATION WILL BE PROCESSED. APPLICATIONS WILL BE RETURNED IF THEY ARE NOT FULLY COMPLETED, WHICH WILL DELAY THE PROCESSING TIME.

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

PROCESSING TIME

Processing time frames: Average processing times for a complete application is around 5 days. Please allow 14 days from the date of lodgement before enquiring on the progress of an application.

LICENCE APPLICATION FEE & LODGEMENT

The full payment must accompany this form. Refer to the 'Schedule of Fees' on our Fees and Payments page at www.consumer.tas.gov.au. All application fees are GST exempt. The application fee is not refundable if your application is refused or withdrawn for any reason.

Applications are required to be lodged with payment through Service Tasmania outlets visit www.service.tas.gov.au for locations.

NO FEE is required if only changing contact details (part 3) or have only appointed a manager (part 8).

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.