



**Fair
Trading**

OFFICE USE ONLY
Form PL-21

Application No.

ABN 81 913 830 179

Property, Stock and Business Agents Act 2002

Application for a **CERTIFICATE OF REGISTRATION**

FEE: \$132.00 - applicable from 1 July 2016 to 30 June 2017

Fee is GST exempt and includes a non-refundable processing component. For payment options please refer to page 4.

Apply using this form OR apply online at www.onegov.nsw.gov.au and receive a discount

Fair Trading will aim to make a decision on your application within 6 weeks after receiving all relevant information from you and other agencies.

1. CERTIFICATE TYPE BEING APPLIED FOR

You must have the approved qualifications for each certificate type that you apply for (see pages 5 to 7 for details of approved qualifications) unless you are applying under mutual recognition legislation. If the certificate is granted, you may only work for a licensee who holds the corresponding licence - eg a real estate salesperson may only be employed by a licensed real estate agent. Please tick the appropriate box(es) below.

- ☐ Real Estate Salesperson ☐ Business Salesperson ☐ Stock & Station Salesperson ☐ Registered Strata Manager ☐ Registered Onsite Residential Property Mngr

2. APPLICANT DETAILS - Please write clearly in BLOCK letters

Surname: _____ Given Names: _____

Other names you are or have been known by (including maiden name): _____

Date of Birth: _____ Place of Birth: _____

Residential Address: _____

Postcode: _____

Email Address to which correspondence, including renewal applications, will be sent:

_____@_____

Postal Address - Correspondence will be sent to this address if an email address is not provided:

Postcode: _____

Mobile No: _____ Telephone No: _____

Driver's Licence No: _____ State/Territory of Issue: _____

IMPORTANT: You must advise NSW Fair Trading of any changes to your residential, postal or business address.

8. DECLARATION BY APPLICANT

I apply for the grant of a certificate of registration under the *Property, Stock and Business Agents Act 2002* and certify that the particulars specified in this application and all attachments are, to the best of my knowledge, true and correct in every detail.

Statement under the *Privacy and Personal Information Protection Act 1998*.

The applicant for this certificate of registration:

- authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicant's initial and ongoing eligibility to hold this registration;
- acknowledges that information will be placed on a register open to the public in accordance with the *Property, Stock and Business Agents Act 2002*;
- accepts that failure to supply information required on this application form may delay the processing of the application and;
- has a right to seek access to and correction of information supplied.

NOTE: It is an offence under the Crimes Act 1900 to make a false or misleading statement in this document. The maximum penalty is imprisonment for two years or a fine of \$22,000 or both.

Signature: _____ Date: _____

Full Name: _____

It is an offence under the *Property, Stock and Business Agents Act 2002* for you to be, represent as, act as or exercise any of the functions of a salesperson or registered manager if you do not hold the relevant certificate of registration under the Act.

How to lodge this document

Online

www.onegov.nsw.gov.au
and receive a discount

Mail

Send to:
Property Licensing
Locked Bag 5104
PARRAMATTA NSW 2124

Service NSW Service Centre

For the location of your nearest Service NSW Service Centre, go to www.service.nsw.gov.au or telephone 13 77 88.

For any enquiries regarding this application contact Property Licensing on telephone: (02) 9619 8799

PAYMENT OPTIONS

Indicate your payment method.

Credit Card ☐ Cheque ☐

ONLY MasterCard and Visa are accepted. **Credit Card payments are subject to a 0.4% merchant fee.**

Cheques should be made payable to NSW Fair Trading.

DO NOT SEND CASH THROUGH THE POST

If paying by credit card, provide the credit card particulars below.

MasterCard ☐ Visa ☐

Credit Card Number:

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Expiry Date:

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Amount \$:

Card Holder's Name (BLOCK LETTERS)

Card Holder's Signature

[illegible]

GUIDE TO QUALIFICATIONS

You must provide with this application evidence of your qualifications unless you are applying under mutual recognition legislation.

The qualifications required for the issue of a certificate of registration are set out in the *Property, Stock and Business Agents (Qualifications) Order 2009*. The Qualifications Orders may be viewed at www.legislation.nsw.gov.au. The underpinning knowledge for all qualifications must be based on New South Wales law.

Certificate of registration as a real estate salesperson

1. A person has the qualifications required for the issue of a certificate of registration as a real estate salesperson if a registered training organisation has issued the person with a statement of attainment demonstrating competency in:
 - (a) either of the following units of competency:
 - (i) CPPDSM3019A—Communicate with clients as part of agency operations,
 - (ii) CPPDSM3019B—Communicate with clients as part of agency operations,AND
 - (b) all of the following units of competency:
 - (i) CPPDSM4080A—Work in the real estate industry,
 - (ii) CPPDSM4008A—Identify legal and ethical requirements of property sales to complete agency work,
 - (iii) CPPDSM4007A—Identify legal and ethical requirements of property management to complete agency work.
2. A person has the qualifications required for the issue of a certificate of registration as a real estate salesperson if the person has held a certificate of registration as a real estate salesperson in the 12 months preceding the making of an application for the equivalent certificate of registration.
3. A person has the qualifications required for the issue of a certificate of registration as a real estate salesperson if the person has the qualifications required for the issue of a real estate agent's licence. (For details of currently approved qualification requirements for a real estate agent's licence, visit the Fair Trading website - www.fairtrading.nsw.gov.au - select *Property Agents and Managers* and follow the prompts.)

Certificate of registration as a stock and station salesperson

1. A person has qualifications required for the issue of a certificate of registration as stock and station salesperson if a registered training organisation has issued the person with a statement of attainment demonstrating competency in:
 - (a) either of the following units of competency:
 - (i) CPPDSM3019A—Communicate with clients as part of agency operations,
 - (ii) CPPDSM3019B—Communicate with clients as part of agency operations,AND
 - (b) all of the following units of competency:
 - (i) CPPDSM4081A—Work in the stock and station agency sector,
 - (ii) CPPDSM4008A—Identify legal and ethical requirements of property sales to complete agency work.
2. A person has the qualifications required for the issue of a certificate of registration as a stock and station salesperson if the person has held a certificate of registration as a stock and station salesperson in the 12 months preceding the making of an application for the equivalent certificate of registration.
3. A person has the qualifications required for the issue of a certificate of registration as a stock and station salesperson if the person has the qualifications required for the issue of a stock and station agent's licence. (For details of currently approved qualification requirements for a stock and station agent's licence, visit the Fair Trading website - www.fairtrading.nsw.gov.au - select *Property Agents and Managers* and follow the prompts.)

Certificate of registration as a registered strata manager or registered community manager

1. A person has qualifications required for the issue of a certificate of registration as a registered strata manager or registered community manager if a registered training organisation has issued the person with a statement of attainment demonstrating competency in:
 - (a) either of the following units of competency:
 - (i) CPPDSM3019A—Communicate with clients as part of agency operations,
 - (ii) CPPDSM3019B—Communicate with clients as part of agency operations,AND
 - (b) all of the following units of competency:
 - (i) CPPDSM3017A—Work in the strata/community management sector,
 - (ii) CPPDSM3016A—Work in the property industry.
2. A person has the qualifications required for the issue of a certificate of registration as a registered strata manager or registered community manager if the person has held a certificate of registration as a registered strata manager or registered community manager in the 12 months preceding the making of an application for the equivalent certificate of registration.
3. A person has the qualifications required for the issue of a certificate of registration as a registered strata manager or registered community manager if the person has the qualifications required for the issue of a strata managing agent's licence. (For details of currently approved qualification requirements for a strata managing agent's licence, visit the Fair Trading website - www.fairtrading.nsw.gov.au - select *Property Agents and Managers* and follow the prompts.)

Certificate of registration as a registered on-site residential property manager

1. A person has qualifications required for the issue of a certificate of registration as a registered on-site residential property manager if a registered training organisation has issued the person with a statement of attainment demonstrating competency in:
 - (a) either of the following units of competency:
 - (i) CPPDSM3019A—Communicate with clients as part of agency operations,
 - (ii) CPPDSM3019B—Communicate with clients as part of agency operations,AND
 - (b) all of the following units of competency:
 - (i) CPPDSM4080A—Work in the real estate industry,
 - (ii) CPPDSM4007A—Identify legal and ethical requirements of property management to complete agency work.
2. A person has the qualifications required for the issue of a certificate of registration as a registered on-site residential property manager if the person has held a certificate of registration as a registered on-site residential property manager in the 12 months preceding the making of an application for the equivalent certificate of registration.
3. A person has the qualifications required for the issue of a certificate of registration as a registered on-site residential property manager if the person has the qualifications required for the issue of an on-site residential property manager's licence. (For details of currently approved qualification requirements for an on-site residential property manager's licence, visit the Fair Trading website - www.fairtrading.nsw.gov.au - select *Property Agents and Managers* and follow the prompts.)

Certificate of registration as a business salesperson

1. A person has qualifications required for the issue of a certificate of registration as a business salesperson if a registered training organisation has issued the person with a statement of attainment demonstrating competency in:
 - (a) either of the following units of competency:
 - (i) CPPDSM3019A—Communicate with clients as part of agency operations,
 - (ii) CPPDSM3019B—Communicate with clients as part of agency operations,AND
 - (b) all of the following units of competency:
 - (i) CPPDSM4079A—Work in the business broking sector,
 - (ii) CPPDSM4008A—Identify legal and ethical requirements of property sales to complete agency work.
2. A person has the qualifications required for the issue of a certificate of registration as a business salesperson if the person has held a certificate of registration as a business salesperson in the 12 months preceding the making of an application for the equivalent certificate of registration.
3. A person has the qualifications required for the issue of a certificate of registration as a business salesperson if the person has the qualifications required for the issue of a business agent's licence. (For details of currently approved qualification requirements for a business agent's licence, visit the Fair Trading website - www.fairtrading.nsw.gov.au - select *Property Agents and Managers* and follow the prompts.)