

# Mutual recognition application Form 2



Queensland  
Government

## Application for mutual recognition of registration certificate/ occupational licence for real estate salesperson, motor salesperson, subagent (debt collection), second-hand dealer, pawnbroker, introduction agent

*Mutual Recognition (Queensland) Act 1992 • Trans-Tasman Mutual Recognition (Queensland) Act 2003*

ABN: 13 846 673 994

This form is effective from 1 July 2022

### OFFICE USE ONLY

Date received

Entity number.....

### Payment details

Application allocation

\$ .....

CHC fee \$ .....

Total allocation \$ .....

### Instructions

- Please complete application in BLOCK letters
- Attach extra pages if necessary
- References to dates should be in DD/MM/YYYY
- To find the fees for your licence, visit [www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule](http://www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule)
- No GST is payable on licence fees

### Please note

Under the *Mutual Recognition (Queensland) Act 1992* if you have an occupational licence issued in a state or territory of the Commonwealth you are entitled to have that licence recognised in Queensland under most, but not all, circumstances. Under the *Trans-Tasman Mutual Recognition (Queensland) Act 2003* people registered in New Zealand have the same rights.

Applicants are deemed to be licensed in Queensland once they possess a receipt for the applicable fee and hold a current, equivalent licence. Deemed registration will continue until the licence is either granted or refused, provided that the interstate or New Zealand licence remains current.

**Please note:** Conditions may be added to your licence or registration certificate in order to achieve equivalency of the occupation.

**Applicants please note:** As Victoria does not have formal registration of Real Estate or Motor Salespersons, and Tasmania does not have formal registration of Motor Salespersons, applicants from these states are ineligible to apply for mutual recognition. A New Application Form 3-1 under the *Property Occupations Act 2014* or Form 3-3 under the *Motor Dealers and Chattel Auctioneers Act 2014*, is required together with proof of required qualifications.

Due to changes to the legislation in New South Wales, a real estate certificate of registration held in New South Wales is no longer deemed equivalent to a real estate salesperson registration in Queensland. Therefore, if you hold a certificate of registration in New South Wales and would like to obtain Queensland registration as a real estate salesperson, you will need to complete a New Application Form 3-1 under the *Property Occupations Act 2014*.

### Criminal history check fee

All applicants and their individual business associates are subject to mandatory criminal history checks. This fee is not included in the application fee and must be included with your payment. Processing of your application will not be progressed until this fee is paid.

If you were born in New Zealand or have a New Zealand passport, you need to get a copy of your criminal history or a letter indicating you have no criminal history from New Zealand. For more information, visit the New Zealand Ministry of Justice website [www.justice.govt.nz](http://www.justice.govt.nz)

We can only accept original documents dated within one month of the date you send them to us. Please note, it can take up to 20 working days to process a request for a New Zealand criminal history check. There is no fee payable for you to get a New Zealand criminal history check.

### Incomplete applications

Failure to correctly complete this form or provide all information, fees and documents requested may result in the application being returned to you by post which will delay the issuing of your registration certificate/licence.

### Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Mutual Recognition (Queensland) Act 1992* and the *Trans-Tasman Mutual Recognition (Queensland) Act 2003* to process your application. In accordance with these Acts, some personal information may be passed on to police services in Australia (including federal, states and territories) for criminal history searches. Enquiries may also be made with the Department of Home Affairs to verify eligibility to work in Australia. Your name and business address will be placed on a register which may be inspected by the public upon payment of a prescribed fee. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

If you give the OFT an email address to communicate with you, the personal information in these communications will be stored on your email service provider's servers. These servers may be outside of Australia. By giving us your email address, you are consenting to the personal information contained within the emails to and from the OFT to be transferred outside Australia.

### Change of details

If at any time your licence/registration certificate details or suitability requirements change, you must notify the Office of Fair Trading in writing within the timeframe specified in the relevant legislation.

<b>Applicant name</b>	Name .....
<b>Part 1—Licence/registration details</b>	
<b>Section 1 Occupation type</b>	I am seeking registration for the following occupation/s in Queensland in accordance with the mutual recognition principle: (please tick)
Property occupations	<input type="checkbox"/> Real estate salesperson
Motor dealer and chattel auctioneer occupations	<input type="checkbox"/> Motor salesperson <input type="checkbox"/> Motor salesperson (wrecker)
Debt collection occupations	<input type="checkbox"/> Subagent
Second-hand dealer occupations	<input type="checkbox"/> Second-hand dealer <input type="checkbox"/> Pawnbroker
Introduction agent occupations	<input type="checkbox"/> Introduction agent
<b>Section 2 Registration term</b>	<input type="checkbox"/> 1 Year <input type="checkbox"/> 3 Years <input type="checkbox"/> 2 Years (Introduction agent only)
<b>Part 2—Applicant details</b>	
<b>Section 1 Applicant details</b>	<p>Preferred title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify) .....</p> <p>Surname .....</p> <p>Given names .....</p> <p>Have you been known by any other name? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Previous names .....</p> <p>Reason for change .....</p>
<b>Section 2 Date, place of birth and visa details</b> <b>NOTE:</b> You must provide certified identification in your current name.  *Only photocopies of documents certified as being a true copy of the original document by persons listed in Attachment B can be accepted. The photocopy must contain the original signature of the person certifying the identification.  If you are not an Australian citizen, you must supply a certified copy of your international passport. See Notes Part 2 for more information.	<p>If you are lodging this application in person you may provide an original of your <b>birth certificate/extract, passport, Australian citizenship certificate or current driver's licence</b>, which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy certified as being a true copy*.</p> <p>Date of birth <input type="text"/><input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/> D D M M Y Y Y Y</p> <p>Place of birth: Town ..... State <input type="text"/><input type="text"/><input type="text"/></p> <p>Country .....</p> <p>Driver licence number ..... Place of issue .....</p> <p>Passport number ..... ImmiCard number .....</p> <p>Passport country .....</p> <p>Passport type: Government <input type="checkbox"/> Private <input type="checkbox"/> UN refugee <input type="checkbox"/></p> <p><b>Eligibility to work in Australia</b></p> <p>Are you an Australian citizen? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

## Part 3—Contact details

<b>Section 1</b> <b>Contact details</b>	Business phone ..... After hours phone..... Fax number..... Mobile ..... Email address..... Preferred contact method: B/H <input type="checkbox"/> A/H <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/>
<b>Section 2</b> <b>Residential address</b> A post office box address is not acceptable.	Home address ..... Suburb ..... State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Section 3</b> <b>Postal address</b> Enter 'as above' if the same as residential address.	Address ..... Suburb ..... State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Change of address</b>	<b>If you change your address you are required to notify the chief executive in writing within the timeframe specified in the relevant legislation. You may be issued with a fine if you do not notify Industry Licensing within the required timeframe.</b>

## Part 4—Photographs and photograph certification for subagents (debt collection) only

<b>Photographs and photograph certification declaration</b> <b>Note:</b> The photographs should be placed in an envelope and stapled to the front of this application form.	<p>Applicants must supply two recent passport photographs (<b>photographs other than passport photographs cannot be accepted</b>). The reverse side of the photographs must be certified and signed by a person who is at least 18 years of age and has known the applicant for at least 12 months and is not related by birth, marriage, or in a de facto relationship to the applicant. The following wording must be used:</p> <p><i>This is a true photograph of &lt;&lt;insert applicants name&gt;&gt;</i></p> <p><b>The person certifying the photograph must sign the reverse of each photograph and complete the details below:</b></p> <p>Certifiers name .....</p> <p>Postal address .....</p> <p>Suburb ..... State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>Certifiers signature: ..... Date <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/>  D D M M Y Y Y Y</p>
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## Part 5—Registration details

<b>Details of current interstate registration for this occupation</b> Note: registration includes any licence, admission, approval, certificate, etc. Specify all the states (or New Zealand) in which you currently hold or previously held registration for this occupation.	<p>A copy of the current registration documents must accompany this notice.</p> <p>State/Territory/NZ .....Type of occupational licence .....</p> <p>Registration/licence number ..... Date of expiry .....</p> <hr/> <p>State/Territory/NZ .....Type of occupational licence .....</p> <p>Registration/licence number ..... Date of expiry .....</p> <hr/> <p>State/Territory/NZ .....Type of occupational licence .....</p> <p>Registration/licence number ..... Date of expiry .....</p> <hr/> <p>State/Territory/NZ .....Type of occupational licence .....</p> <p>Registration/licence number ..... Date of expiry .....</p> <p>At least one licence/registration must be current when this form is received by the department.</p>
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## Part 6—Conditions

### Conditions on your interstate or New Zealand licence

Are there any conditions, limitations or restrictions which apply to your registration in any state or territory of Australia or in New Zealand?

☐

No

☐

Yes—Provide details

.....

.....

.....

.....

## Part 7—Trading particulars

### Trading particulars

Mutual recognition legislation recognises natural persons only, not corporations. If you wish to conduct business as a corporation you need to lodge an application form under the Queensland legislation which governs the occupation

☐

Sole trader (Second-hand dealers, pawnbrokers and introduction agents only)  
—complete Part 8

☐

Partnership (Second-hand dealers, pawnbrokers and introduction agents only)  
—complete Parts 8, 9 and 10

☐

Real estate salesperson or subagent or motor salesperson—go to Part 11

When you have completed the above parts as required, complete from Part 11 onwards.

The operation of a business in Queensland under relevant state legislation is still subject to the payment of relevant fees and compliance with any other requirements as applicable, e.g. registration of business name, approval of trading premises etc.

## Part 8—Places of business

### Section 1

#### Principal place of business

A post office box address is not acceptable.

Only places of business that undertake Queensland regulated activities should be provided.

Registered National Business Name (if applicable)

.....

Principal place of business .....

Suburb ..... State  Postcode

### Section 2

#### Other places of business (if applicable)

A post office box address is not acceptable.

Registered National Business Name (if applicable)

.....

Other place of business .....

Suburb ..... State  Postcode

Will you have more than two places of business? Yes ☐ No ☐

If yes, you will need to supply an attachment with this form listing your other places of business, the business name (if any) used at each place of business and the name and licence number of the licensed person in charge at each place of business.

This area has been intentionally left blank.

Part 9—Partnership details

Name of partners

If you have more than two partners you will need to supply an attachment with this form listing all your partners and their licence numbers.

Part 10 of this form must be completed for each individual partner.

Partner 1 name.....

ACN (if partner is a corporation)

Partner Queensland licence number (if licensed)

Partner 2 name .....

ACN (if partner is a corporation)

Partner Queensland licence number (if licensed)

**All corporations in a partnership must be licensed. If you propose to trade in a partnership all partners who will be active in the business are required to hold the appropriate licence.**

This area has been intentionally left blank.

## Part 10—Business associate (partner) details—Individual partners only

If there is more than one business associate (partner) you will need to print and complete a copy of this part for each person.

### Section 1

#### Individual business associate details

An individual business associate is another individual with whom the licensee carries on business.

**NOTE:** Individuals must provide certified identification in their current name.

\*Only photocopies of documents certified as being a true copy of the original document by persons listed in Attachment B can be accepted. The photocopy must contain the original signature of the person certifying the identification.

Preferred title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other (specify) .....

Surname .....

Given names .....

Have you been known by any other name? Yes ☐ No ☐

Previous names .....

If you are lodging this application in person, you can provide your original **birth certificate/ extract, passport, Australian citizenship certificate or driver licence**, which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy of one of these documents **certified as being a true copy of the original**.\*

Date of birth  /  /   
D D M M Y Y Y Y

Place of birth: Town ..... State

Country .....

### Section 2

#### Residential address

A post office box address is not acceptable.

Home address .....

Suburb ..... State  Postcode

### Section 3

#### Postal address

Enter 'as above' if the same as residential address.

Address .....

Suburb ..... State  Postcode

### Section 4

#### Contact details

Business phone ..... Home phone .....

Fax number..... Mobile .....

Email address .....

## Part 11—Statutory declaration

#### Refer to Attachment A and Attachment B

Please have the Statutory Declaration in Attachment A completed and witnessed by a person authorised to do so as listed in Attachment B.

Under the *Mutual Recognition (Queensland) Act 1992* and *Trans-Tasman Mutual Recognition (Queensland) Act 2003*, the Office of Fair Trading can refuse to grant registration if you provide false or misleading statements or information.

## Part 12—Declaration

### Applicant to sign

In submitting this application, I declare I have the consent of all persons relating to this application being subject to a national criminal history check by the Queensland Police Service (QPS) and for QPS and other Australian police services to disclose criminal history information and any impending charges to the Office of Fair Trading.

I understand any disclosure will be subject to applicable Commonwealth, state or territory legislation and/or police policy. Enquiries may also be made with the Department of Home Affairs to verify eligibility to work in Australia. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

I consent to the making of enquiries of, and the exchange of information with the authorities of any state or territory of Australia or of New Zealand regarding my activities in the relevant occupation and any other matters relevant to this notice.

I declare the answers I have given on this form and attachments are true and correct in every detail.

I have read and agree to the terms stated above.

Applicant signature .....

Signatory's name .....

Date   /   /      
D D M M Y Y Y Y

### Lodgement details

#### IMPORTANT!

Please make sure you:

- provide all necessary information and documentation
- sign the application
- return all pages of the application form.

**Please lodge the completed application, any supporting documentation and applicable fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Office.**

#### By mail:

Industry Licensing Unit, GPO Box 3111, Brisbane QLD 4001

#### In person:

Visit [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading) or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.

### Refunds

If an applicant withdraws an application prior to a registration certificate being issued, or it is refused, the application fee and fees paid for criminal history checks that have already been conducted are not refundable.

### Change of details

If at any time your registration certificate details or suitability requirements change, you must notify the Office of Fair Trading within the timeframe specified in the relevant legislation.

This area has been intentionally left blank.

**This page has been intentionally left blank.**

**Proceed to next section for payment details.**

**If you do not complete the payment section this form will be  
considered incomplete and may delay processing.**



## Payer details

This section must be completed if payment has been made by another person on behalf of the applicant.

Name .....

Postal address .....

Suburb ..... State    Postcode

Mobile ..... Fax number .....

Receipt request Yes ☐ No ☐

Email .....

## Payment

### Payment details

☐ Cash—pay in person ☐ Debit/Credit card ☐ Money order ☐ Cheque  
Do not send cash by mail

Make money order or cheque payable to the Office of Fair Trading.

**A receipt will not be issued unless specifically requested.**

### Debit/Credit card

**OFT cannot accept debit/credit card details over the phone or email (including any attachments) in accordance with the Payment Card Industry Data Security Standard. If an email is received containing debit/credit card details, it will be deleted immediately and your application and payment will not be processed.**

Charge my:



Debit/Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ ..... Expiry date:   /

Cardholder's signature:

.....



### By post

A cheque or money order can be posted in, together with the application form.

**Make money order or cheque payable to the Office of Fair Trading**



### In person

You can also visit a Fair Trading Office or an applicable Queensland Government Service Office to lodge this application and pay the applicable fees over the counter.

Visit [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading) or call **13 QGOV** (13 74 68) for your nearest Fair Trading Office or Queensland Government Service Office.

**This page has been intentionally left blank.  
Proceed to next section.**

Commonwealth of Australia  
 STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

1 Insert the name, address and occupation of person making the declaration

I,<sup>1</sup>

make the following declaration under the *Statutory Declarations Act 1959*:

2 Set out matter declared to in numbered paragraphs

2 In relation to the occupation for which registration is sought, I declare that:

- (a) I am not the subject of disciplinary proceedings in any state or territory of Australia or in New Zealand (including preliminary investigations or actions that may lead to disciplinary proceedings) in relation to this occupation.
- (b) My registration in any state or territory of Australia or in New Zealand is not cancelled or currently suspended as a result of disciplinary action.
- (c) I am not otherwise personally prohibited from carrying on this occupation in any state or territory of Australia or in New Zealand.
- (d) I am not subject to any special condition in carrying on such occupation as a result of criminal, disciplinary or civil proceedings in any state or territory of Australia or New Zealand.
- (e) The statements and information in the attached notice are correct to the best of my knowledge and belief.
- (f) That any registration document submitted with the attached notice is a complete and accurate copy of the original.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 Signature of person making the declaration

3

4 Place  
5 Day  
6 Month and year

Declared at <sup>4</sup> on <sup>5</sup> of <sup>6</sup>

Before me,

7 Signature of person before whom the declaration is made (see over)

7

8 Full name, qualification and address of person before whom the declaration is made (in printed letters)

8

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

## ATTACHMENT B

### A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public  
 Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)  
 Bailiff

Bank officer with 5 or more continuous years of service  
 Building society officer with 5 or more years of continuous service  
 Chief executive officer of a Commonwealth court  
 Clerk of a court

Commissioner for Affidavits  
 Commissioner for Declarations  
 Credit union officer with 5 or more years of continuous service  
 Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association  
 Finance company officer with 5 or more years of continuous service  
 Holder of a statutory office not specified in another item in this list  
 Judge of a court  
 Justice of the Peace  
 Magistrate  
 Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*  
 Master of a court  
 Member of Chartered Secretaries Australia  
 Member of Engineers Australia, other than at the grade of student  
 Member of the Association of Taxation and Management Accountants  
 Member of the Australasian Institute of Mining and Metallurgy  
 Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority; or
  - (c) a local government authority;
- with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

# Mutual recognition application Form 2 Notes



Queensland  
Government

## Application for mutual recognition of registration certificate/ occupational licence for real estate salesperson, motor salesperson, subagent (debt collection), second-hand dealer, pawnbroker, introduction agent

*Mutual Recognition (Queensland) Act 1992 • Trans-Tasman Mutual Recognition (Queensland) Act 2003*

This form is effective from 1 July 2022

ABN: 13 846 673 994

### Who can use this form?

Mutual recognition application Form 2 is for individuals to apply for real estate salesperson, motor salesperson, subagent (debt collection), second-hand dealer, pawnbroker and introduction agent registration certificates/licenses under the *Mutual Recognition (Queensland) Act 1992* and *Trans-Tasman Mutual Recognition (Queensland) Act 2003*.

### Fees payable

To find the fees for your licence, visit [www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule](http://www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule)

### Criminal history check

A criminal history check (CHC) will be conducted for each person whose name is listed on the application. Processing of the application cannot be progressed until this fee is paid.

All applications are subject to mandatory criminal history checks. CHC fee is required for the applicant and each business associate (individual partner).

Total fee = 1, 2 or 3 year fee \$..... + CHC \$..... (CHC x no. required) = \$.....

If you were born in New Zealand or have a New Zealand passport, you need to get a copy of your criminal history or a letter indicating you have no criminal history from New Zealand. For more information, visit the New Zealand Ministry of Justice website [www.justice.govt.nz](http://www.justice.govt.nz)

We can only accept original documents dated within one month of the date you send them to us. Please note, it can take up to 20 working days to process a request for a New Zealand criminal history check. There is no fee payable for you to get a New Zealand criminal history check.

### Motor salespersons and second-hand and pawnbrokers only

#### Control orders

You are not a suitable person to hold a licence or registration certificate under the *Motor Dealers and Chattel Auctioneers Act 2014* or *Second-hand Dealers and Pawnbrokers Act 2003* if you are subject to a relevant control order as defined under the *Motor Dealers and Chattel Auctioneers Act 2014* or *Second-hand Dealers and Pawnbrokers Act 2003*.

**Relevant control order** in relation to a licence or registration certificate, means a control order or registered corresponding control order that restricts the person to whom the order applies from carrying on a business, engaging in an occupation or performing an activity that requires the licence or registration certificate.

## Part 1—Licence/registration details

### Property occupations

**Real estate salesperson registration**—allows the holder to work as an employee of a licensed real estate agent to perform the activities listed below for reward—

- buy, sell, exchange or let real property or interests in real property
- buy, sell, exchange or let businesses or interests in businesses
- negotiate for the buying, selling, exchanging or letting of real property or interests in real property
- negotiate for the buying, selling, exchanging or letting of businesses or interests in businesses
- collect rents
- show property
- inspect or appraise property for sale or rent
- advertise, place a sign or conduct an open for inspection on a property for sale or rent.

### Motor dealer and chattel auctioneer occupations

**Motor salesperson registration**—allows the holder to work as an employee of a licensed motor dealer to perform the activities listed below for reward—

- sell used motor vehicles
- sell used motor vehicles on consignment
- sell leased motor vehicles to the lessee under the terms of the lease
- negotiate, under a consultancy arrangement, for a person who is not a motor dealer or a chattel auctioneer for the purchase or sale of a used motor vehicle for the person.

**Motor salesperson (wrecker) registration**—allows the holder to work as an employee of a licensed motor dealer(wrecker) to perform the activities listed below for reward—

- acquire used motor vehicles, whether or not as complete units, to break up for sale as parts
- sell used motor vehicles as parts.

### Debt collection occupations

**Subagent registration**—allows the holder to work as an employee of a licensed field agent to perform the activities listed below for reward—

- find or repossess goods for a person, any goods or chattels that the person is entitled to repossess under an agreement
- collect or request debt payments
- serve a writ, claim, summons application or other process.

### Second-hand dealer and pawnbroker occupations

**Second-hand dealer**—allows the holder to trade in second-hand goods performing the activities listed, whether or not these activities are performed on a commission basis—

- acquisition
- sales
- disposal
- exchange.

**Pawnbroker**—allows the holder to—

- take security of an item (known as a pawn or pledge) from a person
- lend a person a sum of money for profit in return.

## Introduction agent occupations

**Introduction agent**—allows the holder to perform the activities listed below for reward—

- introduce people interested in having personal relationships
- introduce people interested in attending a social gathering.

You must be licensed if you offer services to clients in Queensland, even if you operate from interstate, overseas or solely online.

## Part 2—Applicant details

### Proof of name and identification

You need to provide proof of identification in your current name. This can be your current driver's licence, passport, Australian citizenship certificate or birth certificate/extract. Do not send originals. Only photocopies of original documents certified as being a true copy of the original document by persons listed in Attachment B of the application form can be accepted.

If you are lodging your application in person, you can provide your original documents which will be copied and certified by the officer accepting your application.

If you are not an Australian Citizen, a certified copy of your international passport is required.

### Eligibility to work in Australia

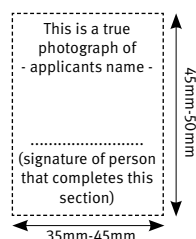
Every worker from overseas must have a valid Australian visa with work rights. Temporary visas with work rights include working holiday maker visas, student visas and the subclass TSS visa. You can check your own work and visa entitlements at [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au). Enquiries may be made with the Department of Home Affairs to verify an applicant's work entitlements in Australia.

## Part 4—Photographs and photograph certification (subagents only)

If your licence is approved, you will be issued a photographic identification licence card. This card must be carried on your person whilst you are working as a field subagent.

You must supply with your application two recent passport photographs which have been certified as being a true photograph of you.

The reverse side of the photographs must be certified and signed by a person who is at least 18 years of age and has known the applicant for at least 12 months and is not related by birth or marriage or in a de facto relationship with the applicant. The following wording must be used:



This is a true photograph of

..... (applicants name)

The person certifying your photographs must also complete the photograph certifiers Part 4 on the application form.

## Part 5—Registration details

List in this section details of your current equivalent licence/s held in an Australian state or territory or New Zealand. You will need to include copies of your current licence certificates with the application. If your current licence is due to expire soon, you may need to lodge a renewal application to maintain your existing licence until your mutual recognition application is decided. You cannot apply for mutual recognition of your interstate licence if the licence is expired, suspended, cancelled or refused. Do not include training certificates or references.

## Part 6—Conditions

State whether there are any conditions imposed on your interstate registration. If you do have conditions on the registration, list the condition/s in the space provided. You are only entitled to an equivalent registration certificate/licence under mutual recognition. Therefore any conditions on your current registration will be applied to your mutually recognised registration certificate/licence. Enquires will be made to interstate and New Zealand licensing authorities to confirm your registration status and conditions on your registration.

## Part 7—Trading particulars

Indicate your method of trade by ticking the appropriate box and completing the relevant sections of the form as required.

**Sole trader**—As a sole trader you operate your business on your own and control and manage the business. You are legally responsible for all aspects of the business—debts and losses cannot be shared. You can still employ persons as employees of the business.

**Second-hand dealer partnership**—A partnership may be comprised of either individual partners or corporation partners or a combination of both.

**Introduction agent partnership**—A partnership may be comprised of either individual partners or corporation partners or a combination of both. If an individual is a partner in the business they are not required to be licensed separately. All corporations in a partnership must be licensed. A corporation cannot be a silent partner. See notes below for **Part 9—Partnership details**.

## Part 8—Places of business

**Principal place of business**—A post office box address is not acceptable. This should be head office or where the majority of Queensland business will be conducted.

For second-hand dealers and pawnbrokers, this will be the address where the transactions register is to be maintained and may be inspected.

For introduction agents, this is the physical address where Queensland licensable activities will be conducted. See Part 1 notes for more information on licensable activities

**Other place of business**—A post office box address is not acceptable. This address should be any other address where Queensland business will be conducted from.

For second-hand dealers, this will be any address or place other than the principal place of business where you intend to carry on business under the licence. This should include any antique fairs, flea markets, trash and treasure markets etc.

Places of business can be either in Queensland or in another state or territory within Australia.

If you have more than two places of business you will need to supply an attachment with the application form which lists your other places of business and the registered business name (if any) used at each place of business.

### Business name

Any business name used in conjunction with a licence issued by the Office of Fair Trading in Queensland must be appropriately registered with the licence holder as the proprietor. If a trust is listed as a proprietor of the business name, acceptable evidence must be provided that the licence holder is entitled to operate on behalf of the trustees e.g. a photocopy of the relevant page from the trust deed listing the trustees of the trust.

## Part 9—Partnership details

**Individual partners**—An individual partnership is a partnership between two or more natural persons.

**Individual and corporation in partnership**—If an individual is in a partnership with one or more corporations, each corporation is required to hold a current Queensland licence. A corporation cannot be a silent partner. If a partner is a corporation and does not hold a current licence in Queensland, an appropriate form will need to be lodged under the Queensland legislation which governs the occupation.

**Please note** that a corporation cannot apply to be licensed under the *Mutual Recognition (Queensland) Act 1992* or *Trans-Tasman Mutual Recognition (Queensland) Act 2003*.

## Part 10—Business associate (partner) details—Individual partners only

This section should be completed by all individual partners included in Part 9.

The following information should be included for each individual that completes Part 10—

- proof of name and identification
- criminal history check fee.

**For second-hand dealers**—any person responsible for directly representing the licensee in the conduct of the business or is regularly or usually in charge of the business should complete Part 10 and submit all requirements and fees.

## Lodgement details

Please ensure your application is fully completed and you have attached proof of identification documents, registration certificates, fees and attachments as required. Failure to correctly complete this form or provide all information, fees and documents requested may result in the application being returned to you which will delay the processing of your application and the issue of your registration certificate/licence.

## Registration certificate/licence approval

**As soon as we receive your complete application (including fees, statutory declaration, and a copy of your interstate registration) you can commence and continue to work. You must however continue to hold a current, equivalent registration certificate/licence in another state or territory in Australia or in New Zealand until your Queensland registration certificate/licence is issued.**

Normal processing time for new applications is 2—4 weeks however this can be longer if we need to contact you for missing information. Applications can sometimes be delayed awaiting clearance of police checks which is outside the control of the Office of Fair Trading.

If you are deemed ineligible or unsuitable to hold a registration certificate in Queensland, action will commence allowing you the opportunity to provide information before a decision can be made. If your registration certificate application is refused, we will send an information notice to you explaining your rights and the process involved in appealing the decision.