

## Licence change of business details

Security Providers Act 1993 • Property Occupations Act 2014 • Motor Dealers and Chattel

Auctioneers Act 2014 • Debt Collectors (Field Agents and Collection Agents) Act 2014 •

Introduction Agents Act 2001 • Tourism Services Act 2003

This form is effective from 1 July 2022

### OFFICE USE ONLY

Date received

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### Instructions

Please use **BLOCK** letters when completing this form. Attach extra sheets if necessary.  
All dates should be DD/MM/YYYY.

### Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by legislation. In accordance with the legislation, some personal information may be passed on to police services in Australia (including federal, states and territories) for criminal history searches. 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.

## Part 1—Licensed person's details

### Licence details

If this is a licensed corporation, please state the corporation name and licence number here.

Description/category of licence .....

Licence number .....

Licence holder name .....

Phone (business hours) ..... Fax (business hours) .....

Email .....

## Part 2—Change of address details

### Principal place of business

This should be the address where you are carrying on business and must be a place where a document can be served personally.

This address must be a physical location. A post office box or virtual office/ mail centre does not satisfy the requirements of the legislation.

Registered National Business name (if applicable) .....

Registered Business Number (BN)  and/or

Australian Business Number (ABN)

Address .....

Suburb ..... State  Postcode

Person in charge .....

Licence number

### Other place of business

(if applicable)

A post office box address is not acceptable.

Registered National Business name (if applicable) .....

Address .....

Suburb ..... State  Postcode

Person in charge .....

Licence number

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 registered 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.

## Part 3—Declaration and signature

### Declaration

To be signed by an executive officer/person in charge.

I declare that the change of details provided in this form are true and correct.

Signature ..... Dated:   /   /      
D D M M Y Y Y Y

Signatory's name (please print) .....

Daytime contact telephone number .....

## 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.

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