



Change of Directors

Notification to the Commissioner for Consumer Affairs

Licence Registration Details

- Builder
- Plumber, Gas Fitter or Electrician
- Land Agent or Conveyancer
- Second-hand Vehicle Dealer
- Investigation Agent
- Travel Agent

Applicant's details

Name of company: _____

Client ID number: _____ Licence/Registration No: _____

IMPORTANT: Please supply **an original** or **certified copy** of a National Police Certificate, which is no more than 3 months old from the date of lodging this notice for each new director.

New directors of company

Director 1 Surname: _____

Given names: _____

Date of birth: _____

Service address: _____

Postcode: _____

Residential address: _____

Postcode: _____

Director 2 Surname: _____

Given names: _____

Date of birth: _____

Service address: _____

Postcode: _____

Residential address: _____

Postcode: _____

Continued over ...

Director 3 Surname:

Given names:

Date of birth:

Service address:

Postcode:

Residential address:

Postcode:

If any of the above mentioned directors are replacing current directors, please complete the section below:

Directors to be replaced

Surname:

Given names:

Surname:

Given names:

Surname:

Given names:

Entitlement to be licensed / registered

! Each director must complete this section. Please ✓ for 'yes' or ✗ for 'no'

! D1, D2... refers to Director 1, Director 2...

✓ for 'yes' ✗ for 'no'

Have any of the new Director (s) of the company:	D1	D2	D3
1. Been convicted of a dishonesty offence or any other criminal offence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Been suspended or disqualified from practising or carrying on an occupation, trade or business under a law of this State, the Commonwealth another State or Territory of the Commonwealth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. (In the case of Travel Agents), been disqualified under the corresponding law from holding a licence under the corresponding law or being involved in the direction, management or conduct of the business of a travel agent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continued over ...

✓ for 'yes' ✗ for 'no'

D1 D2 D3

With the exception of travel agent directors, all new directors must answer question 4.

4. Have any the directors during the last 5 years (or in the case of a building company, ten years) proceeding this notice, been a director of a company wound up for the benefit of creditors -
- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| a. When the company was being wound up; or | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Within the period of 6 months (or in the case of a building company, 12 months) preceding the commencement of the winding up? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

New directors of a building company must answer question 5.

5. At present, or within the last 10 years, have any of the new directors been undischarged bankrupt or subject to a deed or scheme of arrangement with or for the benefit of creditors?
- | | | |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

If any new director (s) answered yes to one or more of the questions, please attach details to this notice.

Application declaration

This section must be completed by one of the Directors.

I / We the applicant (s) described in this application, do solemnly and sincerely declare that the contents of this change of directors form and attachments are true and correct, and I / We understand that providing false or misleading information is an offence under the legislation which this company's licence is authorised.

I / We also authorise the Commissioner for Consumer Affairs to make any inquiries necessary for the purpose of determining this application.

Signature of Director

Date

Confidentiality:

There are Secrecy Provisions under the Fair Trading Act 1987 that prohibit the release of information supplied by you (or your partner) to any unauthorised person or organisation except under special circumstances such as a Court subpoena or where another Agency has the legislative authority to inspect our files and records.

Continued over for lodgement details ...

Where to lodge this form

In person:

Business and Occupational Services
Office of Consumer and Business Affairs
Level 3 Chesser House
91-97 Grenfell Street
ADELAIDE SA 5000

OCBA Regional Office (BERRI)
Office of Consumer and Business Affairs
30 Kay Avenue
BERRI SA 5343

Service SA customer service centres in:

- Berri
- Gawler
- Kadina
- Mount Gambier
- Murray Bridge
- Naracoorte
- Port Augusta
- Port Pirie
- Port Lincoln
- Whyalla

Post:

Business and Occupational Services
Office of Consumer and Business Affairs
GPO Box 1719
ADELAIDE SA 5001

Telephone:

Builders Licensing: (08) 8204 9644
Commercial Licensing: (08) 8204 9686
Plumbers, Gas Fitters & Electricians: (08) 8204 9696

SA country callers 131 882
Translating and Interpreting Service (TIS)
Telephone 131 450

The Act and Regulations can be obtained from:

Service SA Government Legislation + Outlet
101 Grenfell Street
Adelaide SA 5000
Telephone 13 23 24

Or download from the Parliamentary website:

www.parliament.sa.gov.au

Visit us on the web

www.ocba.sa.gov.au