

Land Agent Registration (Body Corporate)

Guidelines for Applicants

Does your body corporate need to be registered?

If the body corporate carries on a business that consists of or involves selling, purchasing or otherwise dealing with land or businesses or conducting negotiations for that purpose, it must be registered as a land agent. This is a separate registration to any held by its directors.

Eligibility for registration

The body corporate is entitled to be registered as a land agent if it meets the following criteria:

- The body corporate and each of its directors are not suspended or disqualified from practising or carrying on an occupation, trade or business under Australian law
- It is not being wound up and is not under official management or receivership
- During the last 5 years no director has been a director of a body corporate wound up for the benefit of creditors when it was being wound up or within 6 months before it commenced winding up
- No director has been convicted of an indictable offence of dishonesty
- No director has, within the period of 10 years preceding this application, been convicted of a summary offence of dishonesty
- Each director is a fit and proper person

How do I apply?

Visit our website www.cbs.sa.gov.au and apply on line, or come in to our customer service centre at 91 Grenfell Street Adelaide.

All applications need to be printed, signed and submitted with the appropriate supporting documentation.

What information do I need to provide to complete an application?

Fees

The application and pre-grant fees specified in the fee schedule.

National Police Certificate (NPC)

A NPC is required for all directors, *except where* one of the following applies:

- The applicant company is listed on the Australian Stock Exchange
- The director is a director of another company listed on the Australian Stock Exchange
- The applicant is a body established by statute (eg a council or Government authority)
- The director has lodged a NPC with Consumer & Business Services within the previous 12 months
- The director is an overseas resident who has never resided in Australia.
- The applicant company held a land agent registration within the last 12 months and the director was recorded as a director at the time the company was last registered
- The applicant or director already holds or is associated with another registration issued under this Act for which a NPC has already been supplied

The certificates must be no more than twelve months old at the time of lodging your application. A National Police Certificate can be obtained through state and territory police departments and the Australian Federal Police. Alternatively, you can obtain National Criminal History/Record Checks from CV Check Pty Ltd (www.cvcheck.biz) or an Australian Criminal Intelligence Commission Accredited Organisation (www.acic.gov.au for further information).

Important note: Checks that simply verify you are able to work with particular persons (e.g. children) without specifying your criminal history are **not** sufficient.

Trust Account Details

If you have opened a trust account for the purpose of holding monies for clients, you will need to supply the following information to the Commissioner; account name, BSB, account number and name of financial institution.

Management requirements

Business conducted under authority of the registration must be properly managed and supervised by a registered land agent. In addition, each of an agent's places of business must be properly managed and supervised by a registered land agent or by a sales representative who has been nominated and approved by the Commissioner to manage an office. You can apply for approval by completing the Application form - Manager Approval.

Please note that generally a sales representative will only be approved to manage one office. You should also be aware of the requirements specified in the *Land Agents Regulations 2010* relating to proper management and supervision.

Fee schedule

Fees and charges effective 1 July 2017

No GST is applicable - our ABN is 15 088 976 178

Application and pre-grant fees

	Application Fee	Pre-grant Fee	Total
Application for registration for a body corporate	\$284.00	\$523.00	\$807.00

Annual registration fee

For a body corporate \$523.00

Other fees

Application to vary conditions on a registration \$119.00

Replacement registration certificate fee \$ 26.50

Payment options

Credit cards accepted are Visa and MasterCard.

Annual renewal fees can be made online at www.cbs.sa.gov.au or by phone on 1300 668 531.

Cheques should be made payable to the Commissioner for Consumer Affairs.

Eftpos facilities are available at our Customer Service Centre in Adelaide.

Information regarding BPAY is provided on annual renewal notices.

Partial or instalment payment options are not available.

All fees & charges are subject to change without notice and are usually adjusted each financial year.

For more information

Email	Website	Phone	In person
occupational@sa.gov.au	www.cbs.sa.gov.au	Ph: 131 882	Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000