

# Sales Representative Registration

## Guidelines for Applicants

### Who needs to be registered?

If you act as a sales representative for a registered land agent you must be registered. Sales representatives may be involved in the sale of land or businesses, and this includes the lease or letting of land. If you are only involved in the leasing of land that is not to be used for the purposes of a business, you do not need to be registered as a sales representative.

If you are registered as a land agent, you may act as a sales representative for another agent without needing separate registration as a sales representative.

Additionally, if you conduct an auction of land or a business for a land agent, you must be registered as an auctioneer. To apply for registration you will be required to meet the educational requirements (see below) and, in addition, be registered as a sales representative or land agent.

### Am I eligible for registration?

You are eligible to be registered as a sales representative if you meet the following criteria:

- You have completed the approved qualifications
- You haven't been convicted of an indictable offence of dishonesty or convicted of a summary offence of dishonesty within the last 10 years
- You are not suspended or disqualified from practising or carrying on an occupation, trade or business under Australian law
- You are a fit and proper person to be registered as a sales representative

### Trainees

If you are applying for a trainee sales representative registration you will be required to provide evidence of enrolment of one of the approved educational requirements. Your registration will be conditional upon you undertaking the approved training and also being under supervision. You should apply to remove the trainee condition as soon as you have successfully completed one of the approved courses.

### Auctioneers

You can apply for registration as an auctioneer at the same time as you apply for registration as a sales representative or you can apply at a later date if you do not yet hold the required qualification.

For further information on registering as an Auctioneer, please refer to our fact sheet "Auctioneers, Application for Registration".

### How do I register?

Visit our website [www.cbs.sa.gov.au](http://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 fee specified in the fee schedule.

#### National Police Certificate (NPC)

A NPC is required *except* where one of the following applies;

- The applicant is a director of a company listed on the Australian Stock Exchange
- The applicant has lodged a NPC with Consumer & Business Services within the previous 12 months
- The applicant is an overseas resident who has never resided in Australia
- The applicant has held a registration within the last 12 months and is applying for an equivalent registration

- The applicant already holds or is associated with another licence issued under this Act for which an 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](http://www.cvcheck.biz)) or an Australian Criminal Intelligence Commission Accredited Organisation ([www.acic.gov.au](http://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.

**Evidence you meet the qualification requirements**

- You must attach a copy of your qualifications. Refer to the Sales Representative Registration Qualifications information sheet.

**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**

	<b>Application Fee</b>	<b>Pre-grant Fee</b>	<b>Total</b>
Application for registration for a natural person	\$284.00	\$222.00	\$506.00

**Annual fees**

For a natural person                      \$222.00

**Other fees**

Application to vary conditions on a registration                      \$119.00  
 Replacement card 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](http://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**

<b>Email</b>	<b>Website</b>	<b>Phone</b>	<b>In person</b>
occupational@sa.gov.au	<a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a>	Ph: 131 882	Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000