

Change of Directors

Notification to the Commissioner for Consumer Affairs

For Security Agent or both Security & Investigation Agent:

Each **new** director must complete a Personal Information Declaration (PID) and submit with this Change of Directors Form.

The definition of a **director** under the occupational licensing legislation is broader than that of the Corporations Law, as it includes '**a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the body corporate or who has the capacity to affect significantly the body corporate's financial standing.**'

All **new** directors will also need to be fingerprinted by South Australia Police (fingerprinting arrangements will be made after lodgement of this notification).

If the new director has previously submitted a PID form to Consumer and Business Services in relation to an occupational licence, and that licence is still current, they do not need to provide a new form.

For all other licence holders:

A National Police Certificate (NPC) is required for each new director *except* where one of the following applies:

- They are a director of a company listed on the Australian Stock Exchange
- The licence holder 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 director holds or is associated with another licence issued under the same Act for which a NPC or PID has already been supplied

The NPC must be no more than twelve months old at the time of lodging your application. A NPC 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 (visit www.cvcheck.biz) or a Crimtrac Accredited Agency (visit www.crimtrac.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.

Where to lodge this Form

In person Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000	Post Licensing & Registration GPO Box 1719 ADELAIDE SA 5001	Electronically Scan and email to: occupational@sa.gov.au	More information www.cbs.sa.gov.au Ph: 131 882
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Applicant Details

Client ID number	Licence/Registration No:
Full Name/Company name	

New directors of company

Director 1

Family name	Other names
Street Address	
Postal Address	
Date of birth	

Director 2

Family name	Other names
Street Address	
Postal Address	
Date of birth	

Director 3

Family name	Other names
Street Address	
Postal Address	
Date of birth	

If any of the abovementioned directors are replacing current directors, please complete the section below.

Directors to be removed or replaced

First Name	Surname
.....
.....
.....

Entitlement to be licensed / registered

Each director must complete this section. D1, D2 refers to Director 1, Director 2 etc

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?	Y / N	Y / N	Y / N
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 a Territory of the Commonwealth?	Y / N	Y / N	Y / N
3. Have any of the directors during the last five years (or in the case of a building company, ten years) preceding this notice, been a director of a company wound up for the benefit of creditors -			
a. When the company was being wound up; or	Y / N	Y / N	Y / N
b. Within the period of six months (or in the case of a building company, twelve months) preceding the commencement of the winding up?	Y / N	Y / N	Y / N
4. Within the last five years, have any of the directors been an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth or subject to a composition or deed or scheme of arrangement with or for the benefit of creditors?	Y / N	Y / N	Y / N
If any new director(s) answered yes to one or more of the questions, please attach details to this notice.			

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 under 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	Date
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Security Agents

Attach a Personal Information Declaration Form for each new Director