

# Conveyancers (Individuals)

## Guidelines for Applicants

### Who needs to be registered?

If you wish to carry on a business as a conveyancer you must be a registered Conveyancer under the *Conveyancers Act 1994*.

A conveyancer is a person, **other than a legal practitioner**, who carries on a business that consists of or involves the preparation of conveyancing instruments for fee or reward in South Australia.

### Am I eligible to obtain a registration?

You are entitled to be registered as a conveyancer if you meet the following criteria:

- You are not an insolvent under administration (eg bankrupt) within the meaning of the *Corporations Act 2001* of the Commonwealth
- You are not suspended or disqualified from practising or carrying on an occupation, trade or business under Australian law
- During the last 5 years you have not been a director of a body corporate wound up for the benefit of creditors either when it was being wound up or within 6 months before it commenced winding up
- You have not been convicted of a an indictable offence of dishonesty
- You have not, within the period of 10 years preceding the application, been convicted of a summary offence of dishonesty
- You are a fit and proper person

### How do I apply?

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 fees specified in the fee schedule.

#### National Police Certificate (NPC)

A NPC is required for all applicants, 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 National Police Certificate with CBS within the previous 12 months; or
- The applicant is an overseas resident who has never resided in Australia.
- The applicant has held a conveyancer registration within the last 12 months and is applying for an equivalent registration
- The applicant is associated with another registration issued under this Act (e.g. as a director) for which an NPC has already been supplied

The certificate 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.

#### Qualifications

You must provide evidence that you hold one of the approved educational qualifications listed in the Conveyancer Qualification Guideline.

## ☐ 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.

## Fee schedule

Fees and charges effective 1 July 2017

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

| <b>Application and pre-grant fees</b> | <b>Application Fee</b> | <b>Pre-Grant Fee</b> | <b>Total</b> |
|---------------------------------------|------------------------|----------------------|--------------|
| Individual licence                    | \$284.00               | \$347.00             | \$631.00     |

## Periodic Fees

|                    |          |
|--------------------|----------|
| Individual licence | \$347.00 |
|--------------------|----------|

## Other Fees

|                         |         |
|-------------------------|---------|
| Replacement certificate | \$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<br>91 Grenfell Street<br>ADELAIDE SA 5000 |