

Change of Directors

Notification to the Commissioner for Consumer Affairs

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.'*

For Security Agent or both Security & Investigation Agent only:

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

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:

(Builder, Plumbing, Gas Fitting & Electrical, Second Hand Motor Vehicle Dealer, Registered Land Agent, Conveyancer, Investigation Agent)

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 (e.g. 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 notification. 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	Post	Electronically	More information
Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000	GPO Box 1719 ADELAIDE SA 5001	Email all documents to: occupational@sa.gov.au	www.cbs.sa.gov.au Ph: 131 882



Company Details

Full Company Name: _____

Client ID No: _____ Licence/Registration No: _____

Registered Company Address: _____

Postal Address: _____

Contact Phone No: _____ Email: _____

Electronic Contact Consent

(If you do not complete this section, information will be sent to your postal address)

I would like to receive licensing information including all licence renewals, reminders and final notices by email. I would also like to receive renewal reminders by SMS.

I would like to receive above information by post.

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: _____

Directors to be removed or replaced:

Family Name: _____ Other Names: _____

Family Name: _____ Other Names: _____

Family Name: _____ Other Names: _____



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 insolvent or 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
<p>If any new director(s) answered yes to one or more of the questions, please attach details to this notice.</p> <p><i>Please note that if you have answered yes to any of the above questions, this notification will be referred to our Compliance and Enforcement team who may be in contact for further information, as this may affect the Company's eligibility to hold a licence/registration.</i></p>			

Declaration

This section must be completed by one of the directors

I/we, the applicant(s) described in this notification, 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.

Name: _____

Signature: _____

Date: _____

Security Agents

Attach a Personal Information Declaration Form for each new Director if applicable

For all other licence holders

Attach a National Police Certificate for each new Director if applicable

