

# 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.'

### Labour Hire:

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 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 has held a licence within the last year and are applying for an equivalent licence

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](http://www.cvcheck.biz)) or a Crimtrac Accredited Agency (visit [www.crimtrac.gov.au](http://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

<b>In person</b> Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000	<b>Post</b> GPO Box 1719 ADELAIDE SA 5001	<b>Electronically</b> Email all documents to: <a href="mailto:occupational@sa.gov.au">occupational@sa.gov.au</a>	<b>More information</b> <a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a> Ph: 131 882
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### Company Details

Full Company Name: _____
Client ID No: _____ Licence No: _____
Registered Company Address: _____
Postal Address: _____
Contact Phone No: _____ Email: _____

### Electronic Contact Consent

(Please select one option below)

- 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: \_\_\_\_\_  
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. Had an application for a Labour Hire licence refused in the previous 12 months?	Y/N	Y/N	Y/N
2. Had a Labour Hire licence cancelled under section 23 of <i>Labour Hire Licensing Act 2017</i> in the last two years?	Y/N	Y/N	Y/N
3. Suspended or disqualified from practising or carrying on an occupation, trade or business under a law of this State or another State or Territory of the Commonwealth	Y/N	Y/N	Y/N
4. Ever been an insolvent under administration within the meaning of the <i>Corporations Act 2001</i> (Cth) or subject to a composition or deed or scheme of arrangement with or for the benefit of creditors?	Y/N	Y/N	Y/N
5. Within the last 5 years, been a director of a body corporate that was wound up for the benefit of creditors, either when it commenced winding up or within 12 months prior to the winding up?	Y/N	Y/N	Y/N
6. Members of, or a participant in, a prescribed organisation	Y/N	Y/N	Y/N
7. Close associates of a person who is a member of a prescribed organisation or is subject to a control order under the <i>Serious and Organised Crime (Control) Act 2008</i> ?	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.**

*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.*

## 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: \_\_\_\_\_

