

EMPLOYMENT AGENTS ACT 1976

**APPLICATION FOR TRANSFER OF A GENERAL LICENCE  
(held on behalf of a body corporate)**

TO: Licensing Officer  
DEPARTMENT OF COMMERCE  
Locked Bag 14  
CLOISTERS SQUARE WA 6850

Forrest Centre  
219 St Georges Terrace  
PERTH WA 6000

1. I, (MR/MRS/MISS/MS)

.....  
(First Name) (Surname)

of .....  
(Residential / Business Address)

..... Postcode ..... Telephone Contact .....

am the holder of a general licence to act as and carry on the business of an employment agent:

on behalf of .....

trading as .....

2. It is proposed to transfer this licence to:

(MR/MRS/MISS/MS)

.....  
(First Name) (Surname)

of .....  
(Residential / Address)

..... Postcode ..... Telephone Contact .....

who proposes to carry on business at the address(s) outlined below. The licence is proposed to be transferred because of the following circumstances:

.....  
.....  
.....  
(attach a separate sheet if insufficient space)

**Body Corporate Name**.....

**Principal place** .....  
(Trading Name and Address)

..... Telephone .....

**Other place(s)** .....  
(Trading Name and Address)

..... Telephone .....

3. Names and addresses of two persons resident in Western Australia willing to act as character referees for proposed licence holder,

(a) .....  
(First name) (Surname)

of .....  
(Address)

(b) .....  
(First name)

of .....  
(Address)

4. Attached is a page of the ..... newspaper  
of ..... / ..... / 20..... in which an advertisement of the notice of intention to transfer  
this licence was published pursuant to Section 18 of the Act.

5. The fee of \$66.50 is enclosed herewith.

6. I certify that I am over the age of eighteen years.

7. I certify that the Body Corporate has consented to this application.

Dated this ..... day of ..... 20 .....

.....  
Signature of Applicant

.....  
Signature of Authorised Officer and Seal of Body Corporate

For Credit Card Payment – applicant to complete

Card Type: Visa  Mastercard  Bankcard

Card Number

Card Holder ..... (Please Print)

Expiry Date   /   Amount \$ .....

Signature/Authorisation .....



## **TRANSFER OF AN EMPLOYMENT AGENTS LICENCE (On behalf of a body corporate or partnership)**

When submitting your application, please ensure that the following are attached:-

1. **NEWSPAPER ADVERTISEMENT** - The original advertisement (full page intact) is to be attached. When arranging advertising, please ensure that the notice of your application is published in a daily newspaper circulating throughout Western Australia. Advertisement to be not more than 28 days old at time of lodging your Employment Agents Licence application.
2. **NATIONAL POLICE CERTIFICATE** - Provide ORIGINAL National Police Certificate NOT more than six months old. This can be obtained by making application at Australia Post outlets in Western Australia. A nominal fee is payable. All National Police Certificates will be printed on secure paper and posted to applicants. Note: This service is currently only available in Western Australia. Applicants in all other states apply to your local police station. Provide original National Police Certificate with your Employment Agents Licence application.
3. **TWO CHARACTER REFERENCES** – Original letters from the two character referees nominated on the application form, who are residents of Western Australia stating the reasons why, in their opinion, you (the applicant) are a suitable person to be granted an Employment Agents Licence.
4. **SCALE OF FEES** - Please enclose a draft of your proposed “Scale of Fees” for arranging the employment of permanent, temporary and casual staff. (Refer to the enclosed example for guidance). **This is only required should your fees be changed since your last application.**
5. **NOTICE OF EMPLOYMENT OFFERED** - Please enclose a draft of your “Notice of Employment Offered” as required under Section 42(3) of the Act. (Refer to the enclosed example for guidance). This is known in the industry as an “order form”. **This is only required should it be changed since your last application.**
6. **CERTIFICATE OF INCORPORATION** - If the licence is to be held on behalf of an incorporated body, a copy of the Certificate of Incorporation is to accompany the application. **This is only required should it be changed since your last application. OR**
7. **CERTIFICATE OF REGISTRATION OF A COMPANY** – If the licence is to be held on behalf of a Company or Body Corporate, a copy of the Certificate of Registration of a Company issued by the Australian Securities and Investment Commission (ASIC) is to accompany the application. **This is only required should it be changed since your last application.**

8. **CERTIFICATE OF REGISTRATION OF A BUSINESS NAME** – If the licence is to include a trading name(s), a copy of the Certificate(s) of Registration of a Business Name issued by the Department of Commerce is to accompany the application. **This is only required should it be changed since your last application.**
9. **RESUME** - A detailed resume of any work experience you have had in the employment agents industry (include names of employers, type of experience and relevant dates). Please include details of all your employment history.
10. **LICENCE FEES** - The fee of \$66.50 must accompany your application. Cheques should be drawn payable to Commissioner for Consumer Protection and marked not negotiable. This fee is exempt from both GST and withholding tax.

To assist you to understand your obligations as a licensed Employment Agent you may wish to acquire a copy of the Act and Regulations. Copies may be purchased from the State Law Publisher, 10 William Street, Perth, telephone number (08) 9321 7688 or visit [www.slp.wa.gov.au](http://www.slp.wa.gov.au).

Should your application be refused or if you withdraw your application prior to the licence being granted, the fee paid will be reimbursed.

If you have any enquiries in relation to the above you are welcome to contact the Licensing Officer at the Department of Commerce on (08) 9282 0834. Email: [employmentagents@commerce.wa.gov.au](mailto:employmentagents@commerce.wa.gov.au).

**IMPORTANT NOTE: *Applications are processed within one month from the date of lodgement provided that all documentation is included with the application. An incomplete application, or one lodged without the documents listed above, will be returned unprocessed for your attention and re-submission.***