



**APPLICATION TO CHANGE PARTICULARS TO AN EXISTING
TRAVEL AGENTS LICENCE**
Travel Agents Act 1985

CHANGE IN PARTICULARS

If a change in the particulars occurs as specified in Section 9 (3), (4) or (5) of the *Travel Agents Act 1985*, the licensee shall within 14 days give notice in writing specifying the particulars of the change.

This form is to be used to register details for:

- change of company name ■ change of directors/office holders ■ change of address
- change of business name ■ add new branch ■ close branch(s)
- a new manager ■ appoint proxy manager ■ change of licence category

COMPLETE THIS SECTION

Name(s) of Licensee(s) :

(Insert Company Name or Natural Person Name printed on licence certificate)

Licence no: 9TA _ _ _ _ (Insert the number displayed on your travel agent licence certificate)

Licence Category (*Type of travel you are currently licensed to arrange*):
(Choose only Category A or Category B)

Category **A** Business (Sale of International Travel or International Travel and Accommodation) []
(Category A includes the sale of Domestic Travel and Accommodation)

Category **B** Business (Means ONLY Sale of Domestic Travel or Domestic Travel and Accommodation) []

[] Change of Company Name:

New company name(s):

Provide ACN.....

Changing a Company Name

Please ensure that any change of name or address is registered with the Australian Securities and Investments Commission (ASIC). Telephone 1300 300 630 or visit online at www.asic.gov.au.

Please supply a copy of Certificate of Registration of a Company Name.



[] Change of Directors/Office Holders - (attach a separate sheet if insufficient space)

Are you reporting a NEW Director/Office Holder []

Are you reporting to REMOVE Director/Office Holder []

Full name of director/office holder.....
(plus maiden name if applicable)

Position held:

Private Address:

Telephone number: (.....)..... Date and place of birth:

Please provide an ORIGINAL National Police Certificate not more than one month old - apply at Australia Post outlets in Western Australia. Other states apply to your local Police Station.

Insolvency Search - This can be obtained by contacting the Insolvency and Trustee Services Australia (ITSA) on 1300 364 785 or visit www.itsa.gov.au and request a bankruptcy search.

[] Change of Business Name:

New business name(s):

Remove business name(s):.....

Please list all other names to appear on licence:

Changing a Business Name

Please ensure that any change of name or address is registered with Business Names ph 1300 30 40 14 or visit https://bizline.commerce.wa.gov.au/bnonline/ Please supply a copy of Certificate of Registration of a Business Name.

[] Change of Address: [] for principal business location [] for branch location

New address:

New postal address:

New telephone number: (.....)..... Fax number: (.....).....

Email Address:



Change Address

Please ensure that any change of name or address is registered with Business Names ph 1300 30 40 14 or visit <https://bizline.commerce.wa.gov.au/bnonline/>

Please supply a copy of Certificate of Registration of a Business Name.

New or Additional Branch:

Close Branch(s):

Address:

Postal address:

Telephone number: (.....).....Fax number: (.....).....

Email address:

Please ensure that any change of address is registered with Business Names ph 1300 30 40 14 or visit <https://bizline.commerce.wa.gov.au/bnonline/>. Registered companies must also inform ASIC.

Change of Licence Category:

Type of Travel to be arranged:

Category **A** Business (Sale of International Travel or International Travel and Accommodation

OR

Category **B** Business (Sale of Domestic Travel or Domestic Travel and Accommodation

Only choose one category.

IMPORTANT NOTE: The manager must have qualifications appropriate for the type of travel being arranged. Please complete New Manager/Proxy Manager section of this form and forward copies of relevant documents.



Travel Agents Act 1985
Section 16(3), 29(1) & (2), 19(8)

NOTE: CHANGES IN RELATION TO PERSONS WITH THE PRESCRIBED QUALIFICATIONS TO BE PRESENT PERSONALLY AT EACH PLACE AT WHICH BUSINESS IS CARRIED ON UNDER YOUR LICENCE AND IN CHARGE OF THE DAY TO DAY CONDUCT OF BUSINESS AT THAT PLACE.

New Manager: **Proxy Manager** **Previous Manager Ceased**

for principal business location

or branch location

Name of Previous Manager**Date Ceased**.....

Date New Manager appointed.....

New Manager – Full Name:
(plus maiden name if applicable)

Private Address:

Telephone number: (.....).....Date and place of birth:

The address of the principal place of business/branch office to which.....has been nominated to be in charge of the day to day conduct of the business of the Travel Agency, is.....

Employment history of Manager (in the travel industry): **Attach copies of supporting documentation. A detailed CV, a Statement of Duties and written confirmation from previous employer MUST be provided.**

Qualifications of Manager: Enclose copies of relevant documents

| Institution | Award | Date Completed |
|-------------|-------|----------------|
| | | |
| | | |

Please provide an original National Police Certificate not more than one month old – apply at Australia Post outlets in Western Australia.

Insolvency Search – This can be obtained by contacting the Insolvency and Trustee Services Australia (ITSA) on 1300 364 785 or visit www.itsa.gov.au and request a bankruptcy search.



Proxy Manager – Full Name:.....
 (plus maiden name if applicable)

Private Address:

Telephone number: (.....).....Date and place of birth:

The address of the principal place of business/branch office to which.....has been nominated to be in charge of the day to day conduct of the business of the Travel Agency,

is.....

Employment history of Manager (in the travel industry): **Attach copies of supporting documentation. A detailed CV, a Statement of Duties and written confirmation from previous employer MUST be provided.**

.....

Qualifications of Manager: Enclose copies of relevant documents

| Institution | Award | Date Completed |
|-------------|-------|----------------|
| | | |
| | | |

Please provide an original National Police Certificate not more than one month old – apply at Australia Post outlets in Western Australia.

Insolvency Search – This can be obtained by contacting the Insolvency and Trustee Services Australia (ITSA) on 1300 364 785 or visit www.itsa.gov.au and request a bankruptcy search.

Signature:..... Date:/...../.....

(THIS FORM IS TO BE SIGNED BY THE LICENSEE/S, IN THE CASE OF A NATURAL PERSON OR BY THE DIRECTOR OR COMPANY SECRETARY IN THE CASE OF A BODY CORPORATE.)

* Have you informed the Travel Compensation Fund of these changes?

Return all completed forms and supporting documentation to:

Department of Commerce
 Travel Agents Licensing
 219 St Georges Terrace, Perth WA 6000
 Locked Bag 14, Cloisters Square, Perth WA 6850
 Telephone (08)9282 0842 Fax (08) 9282 0862
travelagents@commerce.wa.gov.au