



**MOTOR VEHICLE DEALERS ACT 1973
(Section 23 (2))**

**NOTICE OF CHANGE WITHIN A BODY CORPORATE
(Add or Remove a Director)**

TO: The Commissioner,
Consumer Protection:

This is to notify that the following body corporate is planning changes in the persons concerned in the management and conduct of:

.....
(Name of Body Corporate)

whose registered office is at:.....

.....

and who is the holder of Motor Vehicle Dealer’s Licence Number MD

Details of changes:

.....

.....

.....

.....

These changes will be effective as from the day of 20.....

(Section 23 of the Act requires this notice to be given **fourteen days before** any change occurs).

Dated this day of 20.....

.....
Signature of Director/Secretary of Body Corporate

**APPLICATION BY LICENSED MOTOR VEHICLE DEALER
(BODY CORPORATE) TO INCLUDE NEW DIRECTOR**

INFORMATION REQUIRED

EXISTING BODY CORPORATE DETAILS	
Name of Company	
Registered Business Names	
Registered Premises Address	
NEW DIRECTOR DETAILS	
Surname	
Given names	
Residential Address	
Home Phone Number	
Email Address	
Country of Birth	
Town of Birth	
Date of Birth	
Previous experience in Buying or Selling of Motor Vehicles	
Details of any previous Licence held: (Dealer, Yard Manager or Salesperson)	
Character references: Names and contact telephone numbers for two referees	
Police clearances less than 1 month old Original Police Certificates must be submitted.	A National Police Clearance, a Certificate of Traffic Convictions and a Traffic Infringements and Demerit Points Certificate (dated no more than 1 month prior to the application) are required for each new director.
Financial	The attached Statement of Personal Assets and Liabilities of the new partner/s must be completed for each new partner.
Statutory Declaration	The attached Statutory Declaration must be completed by the incoming partner as testimony to the truth of the information provided in this application.

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STATEMENT OF PERSONAL ASSETS AND LIABILITIES

NAME OF DIRECTOR

1. ASSETS

In respect of all assets, insert sufficient particulars to enable the assets to be identified and state the method used to arrive at the amount of each asset.

eg Comparative Sales
Sworn Valuation
Replacement Cost

2. LIABILITIES

Insert sufficient details to enable the creditor to be identified and the amount owing.

3. DETAILS OF APPLICANT'S FINANCIAL STANDING

The following information is required to enable the Commissioner of Consumer Protection (the "Commissioner") to be satisfied (as required by the Act) that the applicant has sufficient resources to carry on business in a proper manner under the licence. If assets or liabilities are jointly owned, show the applicant's share only. To be completed by Sole Traders and Partners. Corporate Directors need only provide these details where the company's paid up capital is less than \$10,000.

ASSETS			LIABILITIES			NET ASSET AMOUNT
	Method of valuation	\$		Type of funding	\$	\$
Real estate			Mortgage			=
Motor vehicles			Amount owing			=
Plant & equipment			Amount owing			=
Other assets			Amount owing			=
Sub-total of assets			Sub-total of liabilities			=
Total credit account balance (including cash on hand)			Total debt account balances			=
TOTAL ASSETS			TOTAL LIABILITIES			=

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AUTHORISATION TO COMMISSIONER

AUTHORISATION TO THE COMMISSIONER FOR CONSUMER PROTECTION

In order to assist the Commissioner with assessment of this application, I give authorisation to the Commissioner, or person(s) they direct, to make such further enquiries as he or she deems necessary, to obtain:

- (a) verification of my qualifications from the training organisation, within Australia or New Zealand, that has granted the qualification;
- (b) copies of any court transcript or records for proceedings to which I or an associated entity, have been a party;
- (c) copies of any decision in proceedings before any Board to which I, or an associated entity, have been a party;
- (d) copies of any other document or file relating to another occupational licence that I have held or for which I, or an associated entity, have applied; and/or
- (e) any other document or file that may be necessary to assist the Commissioner with assessment of this application.

I further agree to provide any additional information requested by the Commissioner and acknowledge that the Commissioner can use any or all of the information or documentation he or she receives pursuant to this authority for the purpose of assessing my application.

Full Name:

Signature:

Date:

STATUTORY DECLARATION

**WESTERN AUSTRALIA - OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005
STATUTORY DECLARATION**

I, (Full name)

of (Address)

Occupation

sincerely declare that the statements and information provided in my application for a **Motor Vehicle Dealer's Licence** are correct to the best of my knowledge and belief.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at (place) (date)

in the presence of - (Signature of authorised witness)

Print Name of authorised witness and qualification as such a witness *

By (Signature of person making the declaration)

***Important** This Declaration must be made before any of the following persons:-

Academic (post-secondary institution), Accountant, Architect, Australian Consular Officer, Australian Diplomatic Officer, Bailiff, Bank Manager, Chartered Secretary, Chemist, Chiropractor, Company Auditor or Liquidator, Court Officer (Judge, Magistrate, Registrar or Clerk), Defence Force Officer (Commissioned, Warrant or NCO with 5 years continuous service), Dentist, Doctor, Engineer, Industrial Organisation Secretary, Insurance Broker, Justice of the Peace, Lawyer, Local Government CEO or Deputy CEO, Local Government Councillor, Loss Adjuster, Marriage Celebrant, Member of Parliament (State or Commonwealth), Minister of Religion, Nurse, Optometrist, Patent Attorney, Physiotherapist, Podiatrist, Police Officer, Post Office Manager, Psychologist, Public Notary, Public Servant (State or Commonwealth), Real Estate Agent, Settlement Agent, Sheriff or Deputy Sheriff, Surveyor, Teacher, Tribunal Officer, Veterinary Surgeon OR Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

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ADDITIONAL INFORMATION AND REQUIREMENTS

1. Each new director is required to submit:
 - an **original National Police Certificate** no more than 3 months old. Applications for the National Police Certificate can be made at participating Western Australia Post Offices on presentation of proof of identity.
 - An individual credit history report.
 - Clear photographic identification. ie a clear copy of a current passport or driver's licence.

2. Any person who has **not** previously been the holder of any licence under the provisions of the *Motor Vehicle Dealers Act 1973* is to **either**:
 - **complete a Dealer's training course** conducted by the Motor Trade Association. (contact number (08) 9453 7900); **or**
 - where the new partner/s will take no part in the buying or selling of vehicles, submission of a written request for the Commissioner's consideration **requesting exemption** from the course within the business.

3. The attached Statutory Declaration must be completed by the incoming director as testimony to the truth of the information provided in this application.

4. The registration of the body corporate must be amended to include the new director in the body corporate before the change can be made on the dealers licence.

5. In the case of a **retiring director**, please enclose a letter of resignation signed by that director. One of the remaining directors is to complete the Statutory Declaration.

CHECK COMPLETION & LODGING YOUR APPLICATION

Your application can only be processed if all the relevant information and supporting documentation is provided. At the time of the application, your application should be complete, signed and witnessed.

You may lodge your application:

<p>By post addressed to:</p> <p>The Licensing Officer Consumer Protection Locked Bag 14 Cloisters Square PERTH WA 6850</p>	<p>In person at:</p> <p>Department of Commerce Consumer Protection Unit 4 / 321 Selby Street (rear) OSBORNE PARK</p>	<p>In person at:</p> <p>Department of Commerce Consumer Protection Ground Floor 219 St Georges Terrace PERTH</p>
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