



**Department of Commerce
Consumer Protection**

Application for a Motor Vehicle Dealer's Licence

**Department of Commerce
Consumer Protection**

Licensing Advice Line

Metro: (08) 9282 4362

Country: 1300 30 40 54

Fax:

(08) 9282 4363

(8.30 – 5.00 Weekdays)

(except for Public Holidays)

Licensing Branch

Head Office

Forrest Centre
219 St Georges Terrace
PERTH

Unit 4 / 321 Selby Street (REAR)
OSBORNE PARK

Postal

The Licensing Officer
Consumer Protection
Locked Bag 14
CLOISTERS SQUARE
PERTH WA 6850

**LICENCE APPLICATION
FEE**

**\$1512 plus \$756 for each
additional premises**

See also page 2

GENERAL INFORMATION

WHO NEEDS TO APPLY FOR A LICENCE

A person who carries on any class or description of business of buying or selling vehicles in Western Australia is required to be licensed as a motor vehicle dealer under the *Motor Vehicle Dealers Act 1973*. This includes a person whose business consists of buying vehicles for wrecking, financing, auctioning or hiring and a person who is a vehicle broking agent.

The type of vehicles for which a person must hold a motor vehicle dealer's licence to buy or sell include:

- passenger vehicles
- caravans
- four wheel drive vehicles
- commercial vehicles
- motorcycles
- campervans
- trucks
- camper trailers

APPLICATION FOR A MOTOR VEHICLE DEALER'S LICENCE

The Commissioner for Consumer Protection (the "Commissioner") is committed to ensuring applications for dealers licences are processed within a timely manner.

Once all the requirements of an application are received, the Commissioner has undertaken to consider the application, and provided everything is in order and no extra information is required, process and issue a licence within 10 days.

You are not authorised to start trading until a licence has been issued.

PAYMENT *

Licences are issued for a period of three years from the date of issue.

A licence fee of \$1512, plus \$756 for each additional premises, is payable at the time of lodging an application for a Motor Vehicle Dealer's Licence.

Cheques should be made payable to the Department of Commerce. If paying by **credit card**, please **complete the credit card payment details on the last page** of this application form.

(* Fees payable for applications made in the period 1 July 2011 to 30 June 2012)

POLICE CLEARANCES

One of the responsibilities of the Commissioner is to ensure all applicants are 'of good character and repute' and 'a fit and proper person' to hold a Motor Vehicle Dealer's Licence.

All applicants who are resident in Western Australia are required to submit an original National Police Certificate with this application.

(Also refer to page 4).

LEGAL ENTITIES

The following are legal entities for the purpose of this licence:

- Sole proprietor (individual)
- Firm (partnership)
- Body corporate (company or corporation)

Please note that a Business Name and/or a Trust is **not** a legal entity.

Refer Question 1, page 8.

INSTRUCTIONS FOR COMPLETION OF THIS FORM

1. PROOF OF IDENTITY

Clear documentary evidence of the identity of all natural applicants (sole proprietor, partners and directors) must be provided. This evidence can be a copy of the person's current photographic driver's licence or the identification page of a current passport.

The *Motor Vehicle Dealers Act 1973* requires that an applicant must have reached 18 years of age.

2. FINANCIAL INFORMATION

The *Motor Vehicle Dealers Act 1973* requires that an entity applying for a dealers licence has sufficient material and financial resources to enable it to comply with the requirements of the category of licence being applied for.

In order to assess this requirement, **the following information is required** to be submitted:

a) Credit history report

Sole Proprietor or Partner

- A credit history report is required for each individual proprietor or partner.

Director and/or Company

- If a company has been established less than 12 months, a credit history report is only required for each director, not the company.
- If a company has been operating for more than 12 months, a credit history report is required for the company only.

Credit history reports are available through various agencies including:

- Dun and Bradstreet – telephone: 13 23 33; website address www.dnb.com.au
- Veda Advantage – telephone 1300 762 207; website address www.mycreditfile.com.au

b) Statement of Personal Assets and Liabilities (page 13)

A statement of personal assets and liabilities must be submitted from each person applying as a sole proprietor or partner of a firm, dated no more than 12 months old.

Company directors are **not** required to complete page 13 unless all the directors of that company have agreed to formal indemnity whereby they accept personal responsibility for the debts of the company.

c) Financial Information (page 14)

A statement of turnover and profit / loss, if relevant, must be submitted for the entity.

A statement of assets and liabilities (balance sheet) must be submitted for the entity, dated no more than 12 months old.

Where the entity has not been trading, a statement for the estimated commencement date is to be submitted.

d) Additional Financial Information (pages 15, 16, 17)

A statement of additional financial information including sources of funding, stock and premises information must also be submitted.

The sources of funding **must** be supported by documentation from the institution or organisation that holds your funds or the relevant lending authority. This can be in the form of a bank statement, letter from a bank or finance company as to the availability of either your own funds or funds available through loan facilities, floor plan or overdraft facility.

INSTRUCTIONS FOR COMPLETION OF THIS FORM

3. 'FITNESS' TO HOLD A MOTOR VEHICLE DEALER'S LICENCE

The *Motor Vehicle Dealers Act 1973* requires that each natural person of the entity applying for a dealers licence is of 'good character and repute' and 'a fit and proper person' to hold a licence.

Each natural person of the entity applying for a licence is required to submit a National Police Certificate. The Commissioner uses this certificate for this assessment.

The certificate must be no more than three months old at the time of application

However, if a person, partner or director is a member of a different entity which is the current holder of a licence issued under the *Motor Vehicle Dealers Act 1973*, this certificate is not required for that person, partner or director if it has been submitted within the previous 12 months.

Application for the National Police Certificate can be made at participating Australia Post outlets in Western Australia on provision of identification and payment of the fee.

Directors who reside in another State

Directors living in another state or territory of Australia may provide a National Police Certificate, **or alternatively** complete the **Statutory Declaration** on **page 5 [next page]**.

Directors living overseas

Directors living overseas are **not** required to provide a National Police Certificate or Statutory Declaration.

Applicants who have previously resided overseas or new residents to Western Australia

If an applicant has not resided in Australia continuously for the 3 years before application for a Motor Vehicle Dealer's Licence is submitted, a police clearance from their last place of long term residence is required.

A photocopy of the passport 'identification page' is also required to be submitted.

Where a police clearance from the country of origin was required to obtain a visa to enter Australia, a request for a certified copy of your police clearance can be made to the Department of Immigration and Citizenship under the provisions of Freedom of Information (FOI) legislation.

FOI applications for a certified copy of a police clearance should, where possible, include information such as:

- reference / file number;
- copy of the visa or passport;
- place of original application for the visa;
- class of visa; and
- applicant's date of birth.

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

FOR DIRECTORS WHO LIVE IN A STATE / TERRITORY OF AUSTRALIA, OTHER THAN WESTERN AUSTRALIA

I, (Full name)
of (Address)
Occupation

sincerely declare that the statements and information provided on this declaration **and** in my application for a **Motor Vehicle Dealer's Licence for the entity for which I am a director** are correct to the best of my knowledge and belief.

Please answer 'Yes' or 'No' to the following:

Have/are you:	Yes or No
a) ever been convicted of, or found guilty of ANY offences, including convictions which resulted in a suspended sentence? <i>(include all offences which went to Court, including traffic offences)</i>	
b) presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention?	
c) ever been placed on a Community Based Order, Community Service Order, an Intensive Supervision Order or any other order made by a court or tribunal?	
d) aware of any proceedings pending against you for an offence, including proceedings by way of appeal or review?	
e) ever been the subject of an adverse finding by a government Board, Tribunal or other agency, eg. the Corruption and Crime Commission?	
f) had any application for an occupational licence refused?	
g) had an occupational licence cancelled, suspended or disqualified?	
h) been subject to disciplinary action by a licensing authority?	
i) had any investigations or proceedings pending or current, which may result in action being taken in relation to any occupational licence currently held?	
j) been known by another name?	

If you answered 'YES' to any of the above questions, please provide full details on an attached separate sheet of paper.

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 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 Officer 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.

INSTRUCTIONS FOR COMPLETION OF THIS FORM

4. KNOWLEDGE OF MOTOR VEHICLE DEALER'S ACT 1973

The *Motor Vehicle Dealers Act 1973* requires that each person of the entity who will be involved in the day to day running of the business understands fully the duties and obligations imposed by the Act on dealers, yard managers and salespersons.

The Commissioner generally requires that a person successfully completes an approved dealer/yard manager training course to satisfy this requirement. This will depend on that person's previous experience or current licence status as detailed below:

- I. If a person, partner or director has never been previously licensed under the *Motor Vehicle Dealers Act 1973*, they are required to complete a dealer/yard manager training course.
- II. If a person, partner or director is currently licensed as a Yard Manager, or has held a Yard Manager's Licence during the last 5 years, there is no requirement to complete the training course.

The dealer/yard manager training course is currently available through the Motor Trade Association of Western Australia, 35 Great Eastern Highway, Rivervale, Western Australia, telephone (08) 9453 7900. Website www.mtawa.com.au

5. BUSINESS PREMISES INFORMATION

The *Motor Vehicle Dealers Act 1973* requires that each applicant for a dealer's licence has suitable premises for the type of business for which the dealer's licence is sought. To assist with this requirement the Commissioner has established guidelines for registering a premises for motor vehicles dealing.

Each entity applying for a licence is required to submit written approval and details of any special conditions or restrictions imposed by the local government authority in respect of the premises.

If the applicant is considering **co-locating** premises with a separate entity, the following requirements must be met:

- there must be a clear and visible barrier of demarcation between the dealerships such as chain held up by posts, or a clear white line;
- signage for each dealership must be of equal size and visible from the same vantage points;
- where offices are co-located in the same building signage to the front must indicate both entities and trading names;
- there must be separate telephone lines;
- in all other ways you must operate as a separate business in terms of keeping registers, stationery, etc.

6. REGISTRATION OF BUSINESS NAME/S AND COMPANY

You must ensure that any business name or names that the entity intends to use when trading are **registered**. Although you will not be required to submit proof of the registration, the Commissioner will search the Business Names Register to verify registration, principal place of business address and ownership. A licence will not be issued until registration of business name in the name of the applicant is confirmed.

To register a business name you should contact the Consumer Protection's Business Names Branch, 219 St Georges Terrace, Perth, telephone 1300 30 40 14.

INSTRUCTIONS FOR COMPLETION OF THIS FORM

Company applicants must also ensure that the company (body corporate) applying for a licence is registered in accordance with the requirements of the Australian Securities and Investment Commission. Although you will not be required to submit proof of the registration, the Commissioner will search the company names register to verify registration and the names of the office holders. A licence will not be issued until registration of a company (body corporate) is confirmed.

To register a company you should contact the Australian Securities and Investment Commission, 66 St Georges Terrace, Perth, telephone (08) 9261 4000. Website www.asic.gov.au

7. RETAIL TRADING HOURS

You must ensure that you comply with the *Retail Trading Hours Act 1987*. This Act applies to retail shops in Western Australia south of the 26th parallel. It is important retailers know how their business is affected by this legislation.

The information below outlines the trading hours and rules covering the 'Motor vehicle shops (car yards)' category of retail outlets.

Motor vehicle shops (car yards)

This includes any shop where motor vehicles are sold.

8.00am-6.00pm, Monday, Tuesday, Thursday and Friday

8.00am-9.00pm, Wednesday

8.00am-1.00pm, Saturday

Motor vehicle shops can not open on Sundays or public holidays.

Further information

Staff at the Retail Trading Unit of the Automotive, Marine and Trading Hours Branch, Department of Commerce, can provide further information on trading hours, and they can be contacted on **(08) 9282 5641**.

INFORMATION REQUIRED MOTOR VEHICLE DEALERS ACT 1973

1. NAME OF THE ENTITY APPLYING, & TRADING NAME DETAILS, FOR THE LICENCE

a. Name of Entity applying

.....
eg. Fred Smith (sole proprietor), Fred & Mary Smith (firm or partnership) or Smith Pty Ltd (body corporate)

b. Business Name under which Entity trades (if applicable)

.....
eg. Smith Motors

2. DETAILS OF THE PRINCIPAL OFFICERS (sole proprietor, partners and/or directors)

PERSON 1

Full Name
Residential address
Date of birth
How long have you lived in Australia?
Contact telephone number
Email Address
Type of qualification (salesperson or yard manager/dealer)
Course provider and date of course
Role in business (yard manager, salesperson, administration, no active role)
Previous employer(s) in motor vehicle industry and dates of employment
Current/previous licence number(s) held
Referee 1 – name and telephone number
Referee 2 – name and telephone number

INFORMATION REQUIRED
MOTOR VEHICLE DEALERS ACT 1973

PERSON 2

Full Name
Residential address

Date of birth
How long have you lived in Australia?
Contact telephone number
Email Address
Type of qualification (salesperson or yard manager/dealer)
Course provider and date of course

Role in business (yard manager, salesperson, administration, no active role)
Previous employer(s) in motor vehicle industry and dates of employment

Current/previous licence number(s) held
Referee 1 – name and telephone number

Referee 2 – name and telephone number

PERSON 3

Full Name
Residential address

Date of birth
How long have you lived in Australia?
Contact telephone number
Email Address
Type of qualification (salesperson or yard manager/dealer)
Course provider and date of course

Role in business (yard manager, salesperson, administration, no active role)
Previous employer(s) in motor vehicle industry and dates of employment

Current/previous licence number(s) held
Referee 1 – name and telephone number

Referee 2 – name and telephone number

INFORMATION REQUIRED
MOTOR VEHICLE DEALERS ACT 1973

PERSON 4

Full Name
Residential address
Date of birth
How long have you lived in Australia?
Contact telephone number
Email Address
Type of qualification (salesperson or yard manager/dealer)
Course provider and date of course
Role in business (yard manager, salesperson, administration, no active role)
Previous employer(s) in motor vehicle industry and dates of employment
Current/previous licence number(s) held
Referee 1 – name and telephone number
Referee 2 – name and telephone number

PERSON 5

Full Name
Residential address
Date of birth
How long have you lived in Australia?
Contact telephone number
Email Address
Type of qualification (salesperson or yard manager/dealer)
Course provider and date of course
Role in business (yard manager, salesperson, administration, no active role)
Previous employer(s) in motor vehicle industry and dates of employment
Current/previous licence number(s) held
Referee 1 – name and telephone number
Referee 2 – name and telephone number

INFORMATION REQUIRED

MOTOR VEHICLE DEALERS ACT 1973

3. PREMISES AND STAFF

To be completed by **all applicants** (sole proprietors, firms and corporations)

To be completed by **all applicant firms and corporations only**

To be completed by **all applicant corporations only**

Principal place of business address		
Additional premises address		
Additional premises address		
Postal address		
Yard manager		
Category of licence sought (circle required category – can be more than one)	A	Buying, selling and auctioning vehicles other than motorcycles, caravans or campervans.
	B	Buying, selling and auctioning of motorcycles.
	C	Buying, selling and auctioning of caravans and campervans.
	D	Buying any vehicle for the purpose of dismantling them and selling off the parts.
	E	Acting as an agent to facilitate the selling and purchase of any vehicles on behalf of members of the public.
	F	Hiring out vehicles, buying vehicles for hiring out, and selling and auctioning any vehicles that have been hired out by the dealer.
Name of person we can contact with any queries	Name	
	Telephone number	
	Fax number	
	Email address	
Managing Director, Director or Yard Manager (person in control of the day-to-day running of the business)	Name	
	Residential address (if not a partner or director)	
	Date of Birth (if not a partner or director)	
	Yard Manager Licence number	
Knowledge of the Motor Vehicle Dealers Act – a director or partner who fully understands the duties and obligations imposed by the Act on dealers, yard managers and salespersons.	Name	
Company	Registered address	
	Company secretary	

INFORMATION REQUIRED MOTOR VEHICLE DEALERS ACT 1973

4. 'WHOLESALE ONLY' DEALERS

Are you applying for a 'Wholesale Only' dealer's licence?

Yes or No

Wholesale dealing means selling to persons or entities who are motor vehicle dealers or motor vehicle trade-owners, but may include the acquisition of vehicles from any source.

Note: There are conditions the Commissioner will apply to a Motor Vehicle Dealer's Licence where the business wholesales motor vehicles and operates from a home-office.

5. 'FITNESS' AND 'CHARACTER' OF PERSONS AND ENTITY

Each sole proprietor, partner or director of the entity is required to submit an **original National Police Certificate** to meet the 'good character and repute' and be 'a fit and proper person to hold a licence' requirements of the *Motor Vehicle Dealer's Act 1973*.

- The certificate must be no more than three (3) months old at the time of application.
- Directors living overseas are **not** required to provide a National Police Certificate.
- Directors living in another state or territory of Australia may provide a National Police Certificate, **or alternatively** complete the **Statutory Declaration** on **page 5**.

Application for the National Police Certificate can be made at participating Australia Post outlets in Western Australia on provision of identification and payment of the fee.

Please answer 'Yes' or 'No' to the following:

Has/is the entity, any person, any partner or any director:	Yes or No
(a) ever been convicted of, or found guilty of ANY offences, including convictions which resulted in a suspended sentence? <i>(Include all offences which went to Court, including traffic offences)</i>	
(b) presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention?	
(c) ever been placed on a Community Based Order, Community Service Order, an Intensive Supervision Order or any other order made by a court or tribunal?	
(d) aware of any proceedings pending against them for an offence, including proceedings by way of appeal or review?	
(e) ever been the subject of an adverse finding by a government Board, Tribunal or other agency, eg. the Corruption and Crime Commission?	
(f) had any application for an occupational licence refused?	
(g) had an occupational licence cancelled suspended or disqualified?	
(h) been subject to disciplinary action by a licensing authority?	
(i) had any investigations or proceedings pending or current, which may result in action being taken in relation to any occupational licence currently held?	
(j) been known by another name?	

If the answer to any of the above questions was 'Yes', for any entity, person, partner or director, please provide full details below or on a separate attached sheet of paper.

.....

.....

.....

FINANCIAL INFORMATION REQUIREMENTS

To be completed by sole proprietors, partners and directors who have **agreed** to a formal indemnity. Directors are not required to complete this form, unless they accept personal responsibility for the debts of the company.

1. STATEMENT OF PERSONAL ASSETS AND LIABILITIES

AS AT:

FULL NAME:

ASSETS: In respect of all assets, please provide sufficient particulars to enable the assets to be identified and state the method used to arrive at the value of each asset.

LIABILITIES: Please provide sufficient details to enable the creditor to be identified and the amount owing.

2. DETAILS OF APPLICANT'S FINANCIAL STANDING

The following information is required to enable the Commissioner to be satisfied that you have sufficient material and financial resources to enable you to comply with the requirements of the Act. If assets or liabilities are jointly owned, show your share only.

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			=

Please attach additional copies of this page as required.

FINANCIAL INFORMATION REQUIREMENTS

To be completed by all applicants.

Name of entity

3. STATEMENT OF TURNOVER AND PROFIT / LOSS (if relevant) For the year ended

	CURRENT YEAR \$	PREVIOUS YEAR \$
Turnover
Net profit / (loss) after income tax

4. STATEMENT OF ASSETS AND LIABILITIES

As at

\$

CURRENT ASSETS

Cash on hand
Cash at bank
Debtors
Stock
Other current assets
Total

FIXED ASSETS

Land & buildings - less depreciation of buildings
Plant & machinery- less depreciation
Office equipment & furniture - less depreciation
Other tangible assets - less depreciation
Total

TOTAL ASSETS

CURRENT LIABILITIES

Bank overdraft
Floor plan
Loans (due less than 12 months)
Creditors / Other current liabilities
Total

NON-CURRENT LIABILITIES

Floor plan
Loans (due greater than 12 months)
Other non-current liabilities
Total

TOTAL LIABILITIES

NET ASSETS / DEFICIENCY OF ASSETS

Represented by:

EQUITY

Paid up capital (where applicable)
Retained earnings
Other

TOTAL

FINANCIAL INFORMATION REQUIREMENTS

To be completed by **all** applicants.

ADDITIONAL FINANCIAL INFORMATION

1. SOURCE OF FUNDING

How do you propose to finance the business?

- | | | |
|--|-------------------|----------|
| (a) Own funds | | \$ |
| (b) Bank overdrafts with | | \$ |
| (c) Floor plan with | (finance company) | \$ |
| (d) Capital loan with | | \$ |
| | | \$ |
| (e) Other (provide full details) | | |

Items 1(a) to 1(e) **must** be **supported by documentation** from a financial institution and/or the lending authority advising that the funding source(s) and amounts claimed are available if required.

2. STOCK DETAILS

Number and wholesale value of motor vehicles you intend to stock.

Number Estimated value \$

3. PREMISES

Do you own the premises?

Yes or No

If 'no', state:

Monthly rental / lease payments	\$
Other estimated ongoing expenses: City / Council rates	\$
Water authority	\$
Electricity authority	\$
Interest charges	\$

FINANCIAL INFORMATION REQUIREMENTS

4. CONSIGNMENT SALES

Selling vehicles on consignment means selling a vehicle (including by auction) for a person who is **not** a dealer or trade owner, or person acting as such.

Will you be accepting vehicles for sale on consignment?

Yes or No

If **'yes'**, you will be required to inform the Commissioner of certain details of your trust account as well as the name of your registered auditor.

When you open a trust account you must ensure that the name of the trust account includes:

- a) the full name of the dealer;
- b) the dealer's licence number;
- c) the trading name (if any); and
- d) the words 'consignment trust account'.

When you open or close a trust account you must, as soon as practicable, inform the Commissioner in writing of the opening or closure of the trust account and, in doing so, must specify:

- a) the name and number of the trust account; and
- b) the name and address of the financial institution with which the trust account is or was maintained.

The required forms will be sent to you to complete **if** your licence is granted.

Note: There is a requirement to have your Consignment Trust Account(s) audited in respect of each year. You will be required to appoint a registered company auditor to audit your trust account annually.

5. WARRANTY INSURANCE

Do you intend to have warranty insurance?

Yes or No

If you take out warranty insurance which covers your consumer statutory warranty claims in the event that you go bankrupt or into liquidation, you will not be required to submit full financial information **on licence renewal**, unless you deal in consignment sales. You will be required to submit a credit history report.

FINANCIAL INFORMATION REQUIREMENTS

6. BANKRUPTCY, RECEIVERSHIP, ADMINISTRATION OR LIQUIDATION

Your answer must apply to each person involved in the entity – answers should be 'Yes' or 'No'.

Please note that answering 'Yes' to any of these questions will not necessarily affect your ability to obtain a licence.

Is the entity or any person, partner or director:	Yes or No
1) in liquidation ?	
2) under official management ?	
3) an undischarged bankrupt ?	
4) having affairs administered under bankruptcy laws ?	
5) within the past 5 years, been a director of a corporation, which within that period has been subject to any form of insolvency administration ?	

If 'Yes', give details:

.....

.....

.....

.....

.....

AUTHORISATION TO THE COMMISSIONER

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 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 Officer 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.

If paying by credit card, please complete the credit card payment details on the next page. →



**Department of Commerce
Consumer Protection**