



**MOTOR VEHICLE REPAIRERS ACT 2003
(Sections 33 & 36)**

**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 person concerned in the management and conduct of:

.....
(Name of Body Corporate)

MRB whose registered office is at:
(Repair Business licence number)

..... (Registered Office)

Details of changes:
.....
.....
.....
.....

These changes will be effective as from the day of 20.....
(Section 36 (3) 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 REPAIR BUSINESS
(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	
Contact details:	Home:
	Work:
	Mobile:
	Fax:
	Email:
Date of Birth	
How long have you lived in Australia?	(Please note that if you have not lived in Australia continuously for the past 3 years you are required to submit a police clearance from the country you have previously lived in)
Motor Vehicle Repairer's Certificate number (if applicable)	
Have you previously been known by another name? Please provide the details	
Police clearances less than 3 months old	An original National Police Clearance is required for each new director.
Credit history report	An individual credit history report is required for each new director.
Statutory Declaration	The attached Statutory Declaration must be completed by the incoming director as testimony to the truth of the information provided in this application.

Please re-print this page if adding more than one new director to the business

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:

.....

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CREDIT HISTORY REPORTS

New Director/s:

Each new Director of a company is required to submit an individual credit history report.

Credit history reports are available through:

- Dun and Bradstreet – 13 23 33 or www.dnb.com.au
- Veda Advantage – 1300 762 207 or www.mycreditfile.com.au

APPLICATION BY LICENSED MOTOR VEHICLE REPAIR BUSINESS
(BODY CORPORATE) TO INCLUDE NEW DIRECTOR

AUTHORISATION TO COMMISSIONER FOR CONSUMER PROTECTION

AUTHORISATION TO THE COMMISSIONER

In order to assist the Commissioner with assessment of this application, I give authorisation to the Commissioner, or person(s) he or she directs, to make such further enquiries as it 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 to include a new Director for a **Motor Vehicle Repair Business 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.

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. The attached Statutory Declaration must be completed by the incoming director as testimony to the truth of the information provided in this application.
3. 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 business licence.
4. 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:

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