



Application for Renewal of a Debt Collectors Licence by a Company

For a Company

1. Renewal fee - see www.commerce.wa.gov.au/CP/licensingfees.
2. Application for Renewal of a Debt Collector's Licence by a Company signed on behalf of the company by its manager, secretary or other governing officer.
3. If any new directors have been appointed, three **business** testimonials for each new director. References from subordinates, relatives, partners or co-directors will not be accepted and at least one reference must be from a person external to the director's current place of employment.
 Referees should provide as much detail as they are able against the criteria of section 9 of the Act.
4. Original fidelity bond (as per Second Schedule of the Regulations) or approved security (see pro forma bank guarantee) of \$10,000.
5. Bank documentation which evidences the name of the trust account(s), the name and address of the bank where the account is kept and the BSB and account number(s).

Incomplete applications will not be accepted and will be returned.

Completed renewal applications may be forwarded to the Commissioner for Consumer Protection:

CREDIT CARD PAYMENT DETAILS

Card Type Visa Mastercard (Only Visa and Mastercard accepted)

Card Number

Card Holder Please print

Expiry Date / *I authorise the Department to deduct the current prescribed fee**

Signature / Authorisation Date

*Fees are subject to change on 1 July of each year

OFFICE USE ONLY					
Licence No:		Department Code	DC	Chart Description	Renewal
Total Fee	\$	Link Licence	Yes		

Applicant details

I (Mr/Mrs/Ms/Miss) _____
(surname) (other names)

of (place of abode) _____
(full address including State)

advise that _____
(company name, ACN number and trading name if applicable)

hereby makes an application for the renewal of a Debt Collector’s Licence.

Phone number: () _____

Fax number: () _____

Email: _____

Place(s) of business

The principal or sole place of business where the company proposes to carry on business as a debt collector is situated at:

_____ (full address including State)

Postal address (if different from above): _____

Phone number: () _____

Mobile number: () _____

Email address: _____

The other place(s) at which the company intends to carry on business as a debt collector are situated at

_____ (full addresses including State — attach additional sheet if necessary)

Phone number: () _____

Fax number: () _____

Receipt of trust monies

Tick one of the following boxes

I do **not** intend to receive or hold trust monies and if such monies are received I will notify the Commissioner for Consumer Protection, in writing, of the trust account.

I intend to receive or hold trust monies and therefore provide details of my trust account.

Details of trust account (only required for applicants intending to receive trust monies)

Name of financial institution: _____

Address of financial institution: _____

BSB and account number: _____

Please attach proof of the trust account being open.

Details of bond/bank guarantee

Amount of bond/bank guarantee: \$ _____

Expiry date (if applicable): _____

Name of institution providing bond/bank guarantee: _____

Address of institution: _____

Please include your original bond/bank guarantee with your application. Pro forma bond/bank guarantee documents are available on the Department website.

You may lodge your completed application:

By post addressed to:

Licensing Services
Department of Mines, Industry
Regulation and Safety
Locked Bag 100
EAST PERTH WA 6892

In person at:

Licensing Services
Level 1, Mason Bird Building
303 Sevenoaks Street
CANNINGTON

In person (drop off only service) at:

Department of Mines, Industry
Regulation and Safety
Level 2, Gordon Stephenson House
140 William Street
PERTH

Licensing Advice Line 1300 304 064

Overseas Callers +61 8 6251 2931

Consumer Protection Advice Line: **1300 304 054**

Email:

cplicensing@dmirs.wa.gov.au

Web Site

www.dmirs.wa.gov.au

Existing licensees may also apply for the transfer of their licence to another person who is qualified to hold the licence.



None of the directors of the company are under twenty-one years of age.

Testimonials as to the character of **each director** of the company who has been appointed since the licence was last renewed are annexed hereto marked respectively "1A", "1B", "1C", "2A", "2B", "2C" etc and signed respectively by:

Director(s)	Address	Date of Birth	Place of Birth	Name of Referees	Address of Referees	Occupation of Referees
(1)				(A)		
				(B)		
				(C)		
(2)				(A)		
				(B)		
				(C)		
(3)				(A)		
				(B)		
				(C)		

(attach additional annexures if needed)

Dated this _____ day of _____ 20____
(date) (month) (year)

NAME: _____
(Please Print) Signature

Manager / Company Secretary / Other (please specify) _____

As of January 2019 the Department will send courtesy reminders to renew licences via SMS and email only. Please ensure your contact details are kept up to date or you may not receive renewal reminders.