

## **Approved form AF2002-30**

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approved by the Commissioner of Fair Trading on 12 March 2002 under the  
***Second-hand Dealers Act 1906, s18 (Approved Forms)***

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## **Second-hand Dealers Act 1906**

(see s 3)

Australian Capital Territory

### **Application for a Second-hand Dealers Licence – Company**

(See attached form entitled Application for a Second-hand Dealers Licence – Company)



PROMOTING CONSUMER CONFIDENCE  
ABN 98 636 852 025

## APPLICATION FOR A SECOND-HAND DEALERS LICENCE COMPANY

OFT.SHD.COMP.LIC.01

Office use only

# SHD.

Licence Number

**Warning:** Please read the application carefully. Providing false or misleading information is an offence and will result in disqualification.

To the Commissioner of Fair Trading, Level 2, GIO House, City Walk, Canberra City (GPO Box 158, Canberra City ACT 2601)

I/we hereby apply for a Second-hand Dealers Licence in the A.C.T. My / our Company's details are:

### COMPANY DETAILS

Full registered name of Company

A.C.N.

Contact person

Mobile phone number

Telephone number

Facsimile number

### COMPANY ADDRESS

Number and Street

City, Suburb or Town

State / Territory

Postcode

### POSTAL ADDRESS (if different to Company Address above)

PO Box or Number and Street

City, Suburb or Town

State / Territory

Postcode

### EXECUTIVE OFFICERS OF THE COMPANY

Continue overleaf if insufficient space. See overleaf for definition of "Executive Officer"

Full names and addresses of Executive Officers

Position held

### TRADING NAME(S)

Enter all trading names, whether or not registered as business names. Continue overleaf if insufficient space.

### PLACE(S) OF BUSINESS IN A.C.T. Include all places of business in the A.C.T. Continue overleaf if insufficient space.

### DECLARATION

See overleaf for definition of "Executive Officer"

- \* Neither the Company nor any of the "Executive Officers" of the Company has committed an offence against the Second-hand Dealers Act 1906 or a corresponding law of a State or foreign country.
- \* Neither the Company nor any "Executive Officer" of the Company has been refused a second-hand dealers licence, or had a licence cancelled or revoked, under the Second-hand Dealers Act 1906 or a corresponding law of a State.
- \* None of the "Executive Officers" of the Company has committed, in Australia or a foreign country, an offence involving fraud or dishonesty.

Signature for and on behalf of the Company

Name of Signatory (please PRINT)

Date of Application

/ /

Office use only

Reason for refusal:

### APPROVAL

Issue of Second-hand Dealers Licence is **APPROVED / REFUSED**

Signature of Commissioner of Fair Trading or Delegate

Date of approval

/ /

Office use only

Registration Fee: \$

Paid by: Cash ☐ Cheque ☐

Receipt Number:

Police check Fee: \$

Registration Officer:

TOTAL PAYABLE: \$

Licence ISSUED date: / /

Licence EXPIRY date: / /

**ADDITIONAL EXECUTIVE OFFICERS OF THE COMPANY**

Full names and addresses of Executive Officers

Position held


**ADDITIONAL TRADING NAME(S)**

(Enter all trading names, whether or not registered as business names)


**ADDITIONAL PLACE(S) OF BUSINESS**

(Include all places of business in the A.C.T.)


**APPLICATIONS**

An application for the issue of a Second-hand Dealers Licence must be in the approved form. This document is the approved form for the purposes of applications under the Second-hand Dealers Act 1906. The relevant fee for your licence must accompany the application.

Your application must also be accompanied by a "Consent to Obtain Personal Information" form which enables the Australian Federal Police to provide relevant information, if any, about each of the "Executive Officers" of the company, from the records of the Australian Federal Police and/or the Police Services of all or any of the States and Territories of the Commonwealth of Australia.

A separate form is required for each "Executive officer" of the Company. You must provide a copy of a driver's licence or some other form of official photographic identity for each "Executive Officer" (to assist you, we will make a copy of their original documents of identity for this purpose). You must pay a fee for these police records checks at the time of lodging your application for the second-hand dealers licence.

A licence will not be issued to the Company until the police records checks have been returned to us and the Commissioner of Fair Trading, or a delegate of the Commissioner, has approved your application. The Commissioner must be satisfied that each "Executive Officer" is a "suitable person" within the meaning of the Second-hand Dealers Act 1906, before approving your application.

**"Executive Officer" means a person, by whatever name called and whether or not the person is a director of the corporation, who is concerned with, or takes part in, the corporation's management.**

**FEES**

The following fees are payable at the time of application, either by **cash or cheque**:

<b>Application for a Second-hand Dealers Licence</b>	<b>\$ 92.00 (Exempt GST)</b>
<b>Fee for a Police Records Check (per person)</b>	<b>\$ 36.00 (Includes \$3.27 GST)</b>

**LODGEMENT**

Applications for a Second-hand Dealers Licence may be:

Delivered to:

**Manager  
Registration & Client Services Unit  
Office of Fair Trading  
Level 2 GIO House  
City Walk Canberra City ACT 2601**

Or posted to:

**Manager  
Registration & Client Services Unit  
Office of Fair Trading  
GPO Box 158  
Canberra City ACT 2601**