



Application to **AMEND, VARY or REPLACE AN EXISTING MASTER LICENCE held by a CORPORATION** under the *Security Industry Act 1997*

OFFICE USE ONLY												
Application No:	-											
Trim No:												

This form must be completed by the Nominated Person. You can apply more quickly and easily online via police.nsw.gov.au/sled.

If it is an application to change the Nominated Person, it must be completed by the new Nominated Person and accompanied by a letter from the Secretary of the corporation verifying the change.

Documentation accompanying your application that displays your name must show your name written and spelt in exactly the same way (unless you provide acceptable documentary evidence of a change of name).

Please use a BLACK or BLUE PEN. Print clearly within the boxes in CAPITAL LETTERS.

1 CURRENT MASTER SECURITY LICENCE DETAILS

1.1 Provide the security licence details of the corporation as currently held by the Security Licensing & Enforcement Directorate (SLED).

LICENCE NO:	CLASS	EXPIRY DATE (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

1.2 Provide the full name of the corporation and its Australian Company Number (ACN), if applicable.

CORPORATION NAME	ACN
<input type="text"/>	<input type="text"/>

1.3 Provide the corporation's registered Business Name as it appears on the licence certificate, if applicable.

REGISTERED BUSINESS/TRADING NAME

1.4 Provide the daytime contact details for this application.

DAYTIME CONTACT NUMBER	EMAIL
<input type="text"/>	<input type="text"/>

2 REASON FOR APPLICATION

2.1 What is the reason for this application? Please tick one or more of the following:

- Licence Upgrade Refer to Schedule of Fees Go to Section 3
- Change of Corporation Name \$65.00* Go to Section 4.1
- Change of Business Address and/or Contact Details No fee* Go to Section 4.2
- Change, Add and/or Delete Business Name \$65.00* Go to Section 4.3
- Change of Nominated Person \$65.00* Go to Section 4.4
- Change of Name of Current Close Associate \$65.00* Go to Section 4.5
- Add Close Associate(s) \$65.00* Go to Section 4.6
- Delete Current Close Associate(s) \$65.00* Go to Section 4.7
- Replacement Licence Certificate (no changes) \$65.00* Go to Section 5

*For any combination of these amendments, the fee is \$65.00.

3 LICENCE UPGRADE

3.1 Complete this section only if you require an increase in the number of persons you are authorised to provide on any one day to carry on security activities. The fee for the licence upgrade is the difference between the application fees for the current licence class and new licence class. You cannot alter the term of the licence. NOTE: If you only require a short-term increase in the number of provided persons, you may apply for a Temporary Excess Provision of Services Permit (Form P1122).

NEW LICENCE CLASS REQUIRED

Tick the appropriate box for the licence class you require.

- MC - Provide no more than 14 persons
- MD - Provide no more than 49 persons
- ME - Provide 50 or more persons

4 CHANGE OF LICENCE PARTICULARS

4.1 Change of Corporation Name

Provide the name by which the corporation is NOW known.

CORPORATION NAME

4.2 Change of Business Address and/or Contact Details

Provide only those details that you want to change.

PRINCIPAL BUSINESS ADDRESS

SUBURB/TOWN

STATE

POSTCODE

POSTAL ADDRESS

(IF SAME AS PRINCIPAL BUSINESS ADDRESS WRITE 'AS ABOVE')

SUBURB/TOWN

STATE

POSTCODE

TELEPHONE NO (BUSINESS HOURS)

MOBILE OR OTHER

EMAIL ADDRESS

4.3 Change, Add and/or Delete Business/Trading Name

Provide the registered Business name now required on the Master licence.

REGISTERED BUSINESS NAME

Provide the registered Business name to be deleted from the Master licence.

REGISTERED BUSINESS NAME

ABN

4.4 Change of Nominated Person

Provide the full last name and any given name(s) of the current Nominated Person (as held by SLED)..

LAST NAME

GIVEN NAME(S)

The new Nominated Person must be:

- a Close Associate of the corporation and involved in the day-to-day conduct of its security activities; and
- an Australian / New Zealand citizen or permanent Australian resident; or
- hold a visa that entitles them to work in Australia (other than a student or working holiday visa).

Do you meet the above criteria?

NO You are not eligible to be the Nominated Person.

YES You must complete and attach a "Close Associate Nomination Form" (Form P644) to this application.

Provide your full last name and any given name(s)

LAST NAME

GIVEN NAME(S)

You must provide details of Australian or New Zealand citizenship OR permanent Australian residency OR evidence of a visa that entitles you to work in Australia (other than a student or working holiday visa). To do this, you must supply ONE of the following:

- an original certified copy of a full Australian Birth Certificate (NOT AN EXTRACT); OR
- an original certified copy of your Certificate of Australian Citizenship; OR
- an original certified copy of your Australian Passport; OR
- original certified copies of your non-Australian passport and visa pages (clearly showing name, date of birth, photograph, passport number, expiry date, country of issue and relevant visa).

If the name on your evidence of permanent residency document is **different** to your current name, you **must** provide an original certified copy of acceptable documentary evidence of your change of name.

If you are not a permanent Australian resident or citizen of Australia/New Zealand, you must provide a police certificate from each country you have lived in for 12 months or more over the previous 10 years since turning 16. Each certificate must be translated into English (if necessary) **and** verified by the relevant country's embassy/consulate in Australia. Police Certificates submitted with this application must have been issued within the last 12 months.

8 APPLICATION CHECKLIST

Please tick that you have:

- Provided acceptable evidence of Australian or New Zealand Citizenship, permanent Australian residency or a visa that entitles you to work in Australia (other than a student or working holiday visa);
- Provided, if applicable, a police certificate from each country that you have lived in for 12 months or more over the previous 10 years since turning 16 that has been translated into English (if necessary) and verified by the country's embassy/consulate in Australia;
- Provided, if applicable, original certified copies of acceptable change of name documents.
(Acceptable change of name documents must show a clear link between all your names and are limited to the following:
- Marriage certificate(s) issued by the NSW Registry of Births, Deaths & Marriages or, if you were married elsewhere, a certified copy of the marriage certificate issued by the celebrant or church
 - Change of Name certificate issued by the NSW Registry of Births, Deaths & Marriages
 - Full birth certificate showing your name at birth and your new name (Extracts and Commemorative certificates are NOT acceptable)
 - Divorce decree
 - Deed poll registered with the relevant authority
 - Instrument evidencing change of name registered in the Land Titles Office)
- Provided, if applicable, a letter from the Secretary of the corporation (on the corporation's letterhead) verifying the change of Nominated Person;
- Provided, if applicable, a "Close Associate Nomination Form" (Form P644) for any additional close associate(s);
- Signed the Declaration and Consent;
- Attached all relevant supporting documentation – Ensure that you provide original certified copies of all documents. **EACH PAGE that has been photocopied must** be signed by a Justice of the Peace, Legal Practitioner or Public Notary as a true and correct copy of the original; and
- Provided the correct payment

Mail the completed application form to:

Security Licensing & Enforcement Directorate
NSW Police Force
Locked Bag 5099
PARRAMATTA NSW 2124

**IMPORTANT:
YOUR APPLICATION WILL BE DELAYED IF IT IS NOT FULLY COMPLETED AND/OR YOU HAVE NOT PROVIDED THE REQUIRED DOCUMENTATION AND FEE PAYMENT.**