

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.

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)

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.

Have you ever had your finger/palmprints taken for a NSW security, NSW CAPI or NSW tattoo industry licence?

NO ☐ Complete the consent below.

YES ☐ Go to Question 4.5

Do you consent to having your fingerprints and palmprints taken by a police officer in order to confirm your identity?

NO ☐ You are not eligible to be the Nominated Person.

YES ☐ You must provide payment of the finger/palmprint fee of \$40 (in addition to the fee payable in Section 2.1).

4.5 Change of Name of Current Close Associate

Provide the full last name and any given name(s) by which the current Close Associate is NOW known and provide an original certified copy of acceptable evidence of the name change.

LAST NAME

GIVEN NAME(S)

DATE OF BIRTH

POSITION (DIRECTOR, MANAGER, ETC)

4.6 Add Close Associate(s)

Do you want to add a Close Associate(s)?

YES ☐ Complete and attach a "Close Associate Nomination Form" (Form P644) for EACH new Close Associate to be included on the Master licence.

4.7 Delete Current Close Associate(s)

Do you want to delete a current Close Associate(s)?

YES ☐ You must inform ASIC of the change (if applicable) and provide the details of the current Close Associate you are deleting from the Master licence. If there is more than one Close Associate to be deleted, attach a separate sheet showing details.

LAST NAME

GIVEN NAME(S)

DATE OF BIRTH

POSITION (DIRECTOR, MANAGER, ETC)

Has ASIC been notified of the change (if applicable)?

NO ☐ Do not submit this application.

YES ☐

5 REPLACE LOST, STOLEN OR DAMAGED LICENCE

5.1 Complete this section **ONLY** if the licence certificate has been lost, stolen, destroyed, defaced, mutilated or become illegible and you require a replacement with **NO** changes to the details that appear on the licence.

NOTE: If the licence certificate has been lost or stolen, you must first report the incident to the Police Assistance Line on 131 444 and obtain an Event Reference Number.

If the licence certificate has been destroyed, defaced, mutilated or become illegible, you must first report the incident to the SLED on 1300 362 001.

I require a replacement licence certificate with **NO** changes because the licence has been:

☐ Lost or Stolen (you **MUST** provide the Event Reference Number) E

☐ Destroyed, defaced, mutilated or become illegible

6 APPLICATION FEE

6.1 Full payment **MUST** accompany your application. Applicable fees are shown in Section 2 of this application. Payment can be made by cheque, money order or credit card. Cheques and money orders are to be made payable to NSW Police Force. **DO NOT SEND CASH.**

Insert **TOTAL** fee payable.

(i.e. either Fee as shown in Section 2 **OR** Fee as shown in Section 2 + \$40 finger/palmprint fee)

TOTAL FEE PAYABLE \$

6.2 Indicate payment method.

Payment by: Cheque ☐ Cheque Number
 Money Order ☐ Money Order Number
 Credit Card ☐ **ONLY MasterCard and VISA are acceptable. Credit Card payments are subject to a 0.44% merchant fee.**

MasterCard ☐ VISA ☐

Credit Card number

Expiry Date

Amount \$

Cardholder's Name (BLOCK LETTERS)

Cardholder's Signature

7 DECLARATION AND CONSENT

7.1 You must complete and sign the Declaration and Consent. There are severe penalties for providing information that is false and/or misleading.

I, (Print full name) :

- am the Nominated Person for the corporation;
- certify that the information contained in this application is true and correct in every detail;
- understand that giving false or misleading information is a serious offence;
- consent to the disclosure by the relevant authority of information needed to verify any details I have given in this application;
- consent to and do request Australian police agencies to release, to the NSW Police Force, information held by them regarding any convictions, findings of guilt (either with or without conviction) and any matters still outstanding against me and any other matters deemed relevant that are recorded against me, whether in my current name or a previous name;
- authorise disclosure to the NSW Police Force by New Zealand Police of ANY information that may be held by NZ Police, including any interaction I have had with NZ Police in any context or any information received by NZ Police. I understand that this is not limited to conviction information. Where that information relates to any record of criminal convictions I might have, I understand that it will automatically be concealed if I meet eligibility criteria stipulated in section 7 of the NZ Criminal Records (Clean Slate) Act 2004;
- have attached all documents where requested by this application; and
- have attached a cheque or money order or supplied credit card details for the correct fee.

I understand and acknowledge that, unless the Master licence certificate was lost or stolen, I must surrender the old Master licence certificate to the Security Licensing & Enforcement Directorate within 14 days of receiving the new Master licence certificate by posting it to Locked Bag 5099, Parramatta, NSW, 2124.

SIGNATURE

DATE (dd/mm/yyyy)

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8 APPLICATION CHECKLIST

Please tick that you have:

- ☐ 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 associates including a new Nominated Person;
- ☐ 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.