



# 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](http://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, and a Close Associate Nomination Form (Form P644) completed by the new Nominated Person.

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

MAILING 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. The Business Name must be currently registered with ASIC.

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/palprints 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 palprints 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/palprint 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 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 **MUST** be made by Credit Card. Provide your Credit Card details. **ONLY** MasterCard or Visa are acceptable. Credit Card payments are subject to a 0.44% merchant fee. **DO NOT SEND CASH.**

(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.

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 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 mailing 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, 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.**