

NOTICE OF VOLUNTARY SUSPENSION OF LICENCE - COMPANY
 Section 58, Real Estate Agents Act 2008
Real Estate Agents Authority

INSTRUCTIONS See the **NOTES**.

1. Use this form if you are advising the Registrar you wish to suspend your company licence.
2. Complete all sections. Use BLOCK LETTERS. Use a ballpoint pen.
3. Please send the completed form to:
Post to: The Registrar, Real Estate Agents Authority, P.O. Box 25371, Panama Street, Wellington 6146.
Fax to: 04 815 8468
Email to: licensing@reaa.govt.nz
4. For help in completing this form, call 0800 for REAA (0800 367 7322) or visit www.reaa.govt.nz

1. NAME OF COMPANY	
2. CONTACT DETAILS Contact person: Street: Suburb: City: Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Email:	3. TELEPHONE NUMBERS Home (0) Business (0) Mobile (02) Fax(0)
4. COMPANY LICENCE NUMBER	
5. SUSPENSION DATE Start date of voluntary suspension (dd/mm/yyyy) (Note 2)	
6. REVIVAL DATE Date on which the Registrar is requested to revive the licence (dd/mm/yyyy) (Note 3) NB. If you do not specify a revival date, the licence will be suspended for 12 months.	
7. DECLARATION I certify that I am duly authorised to make this request for voluntary suspension of this licence on behalf of the company. Date: Signature: Print Name: Signatory's position in company:	

Notes:

1. Under section 58 of the Real Estate Agents Act 2008 a licensee (an individual or a company) may request the Registrar to suspend his or her licence for a specified period. This can be done at any time, you do not have to wait until your licence is due to be renewed.
2. The Registrar will suspend the licence from the date you enter in Box 5. The suspension date must be the date you submit the notice or, in the future. You cannot suspend your licence retrospectively.
3. The Registrar will automatically revive the licence on the date you enter in Box 6. You do not need to take any action to revive the licence at the specified date.
4. Because you are making this request in respect of an agent's licence held by a company, then you must identify your position in the company and sign the declaration in Box 7.
5. During the period that the licence is suspended, the company cannot carry out real estate agency work.
6. Make sure you advised us of any changes to your contact details.
7. If you decide you revive the licence at an earlier date than that set out in Box 6, you can do so by giving the Registrar notice, using the form headed Notice of Revival of Voluntarily Suspended Licence. You should only use this form if you wish to bring the date of revival forward. Also you may need to renew your licence at this time as well.
8. If you are suspending for longer than a year please note you will have to pay the annual suspension fee. This is due on the anniversary date of the original suspension. The Authority will send you a request for payment 6 – 8 weeks before payment is due.
9. **If you fax or email your application to the Authority please retain the original for your records. There is no need to post it as well.**

SUSPENSION PAYMENT ADVICE

NAME:	LICENCE NUMBER:
PAYMENT ENCLOSED	
<input type="checkbox"/> \$109.25 (including GST)	
METHOD OF PAYMENT [Tick box and provide details as appropriate.]	
<input type="checkbox"/> Cheque Make cheque payable to "Real Estate Agents Authority" in NZ dollars and attach cheque to this form.	
<input type="checkbox"/> Internet Banking Payment was made on (dd/mm/yyyy) __/__/____ Please use your Licence Number and Surname as the reference when making an internet banking payment. Attach evidence that the payment has been made. The Authority is set up as a "Bill Payee" with all the major banks. Westpac NZ Government Branch 03-0251-0039428-00	
<input type="checkbox"/> Credit card <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa Card expiry date (mm/yyyy) __/____ Card number Cardholder's name [<i>print</i>] Cardholder's signature	
PAYMENT HAS BEEN/WILL BE MADE ON MY BEHALF BY:	
Name of person/organisation making payment.....	
<input type="checkbox"/> Cheque Make cheque payable to "Real Estate Agents Authority" in NZ dollars and attach cheque to this form.	
<input type="checkbox"/> Internet Banking Payment was made on (dd/mm/yyyy) __/__/____ Please use your Licence Number and Surname as the reference when making an internet banking payment. Attach evidence that the payment has been made. The Authority is set up as a "Bill Payee" with all the major banks. Westpac NZ Government Branch 03-0251-0039428-00	
<input type="checkbox"/> Credit card <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa Card expiry date (mm/yyyy) __/____ Card number Cardholder's name [<i>print</i>] Cardholder's signature	