

NOTICE OF CHANGE OF CIRCUMSTANCES (Company Licence)

Section 67, Real Estate Agents Act 2008

Real Estate Agents Authority

INSTRUCTIONS See the **NOTES** at the bottom of this form.

1. Use this form if your company holds an agent's licence and you are giving notice to the Registrar that you wish to change information that is already recorded about the company on the register, or advise of a change to the real estate business for which you work, or advise any other change of circumstances, as set out below.
2. If you wish to advise the Registrar of a change of circumstances or information that concerns an application by the company for an agent's licence or for a licence renewal, do not use this form. Use Form J *Notice of change of circumstances regarding a licence application or licence renewal (company)*.
3. **Complete Section 1 and only those other sections of the form which involve a change of circumstances.** Use a ballpoint pen.
4. Please send the completed form to:
The Registrar, Real Estate Agents Licensing Authority, P.O. Box 25371, Panama Street, Wellington 6146.
5. For help in completing this form, call 0800 forREAA (0800 367 7322) or visit www.reaa.govt.nz.

1. NAME OF COMPANY <i>[as appears currently in the register]</i> Name of company Licence registration number _ _ _ _ _			
2. CHANGE OF COMPANY NAME Former company name	New company name		
3. CHANGE OF TRADING NAME Former trading name of business	New trading name of business		
4. CHANGE OF FRANCHISE OR MARKETING GROUP NAME Former name of franchise or marketing group (if any)	New name of franchise or marketing group (if any)		
5. CHANGE OF POSTAL ADDRESS <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Former postal address Street Suburb City Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </td> <td style="width: 50%; border: none;"> New postal address Street Suburb City Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </td> </tr> </table>		Former postal address Street Suburb City Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	New postal address Street Suburb City Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Former postal address Street Suburb City Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	New postal address Street Suburb City Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

6. CHANGE OF ADDRESS OF REGISTERED OFFICE	
Former address of registered office	New address of registered office
Street	Street
Suburb	Suburb
City Post Code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	City Post Code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

7. CHANGE OF ADDRESS OF PRINCIPAL PLACE OF BUSINESS	
Former address of principal place of business	New address of principal place of business
Street	Street
Suburb	Suburb
City Post Code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	City Post Code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

8. CHANGE OF ADDRESS FOR COMMUNICATIONS	
Former address for communications	New address for communications
Street	Street
Suburb	Suburb
City Post Code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	City Post Code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Other* [*e.g. email address, post office box]

9. CHANGE OF LICENSEE OFFICER(S) OF THE COMPANY	
Officer(s) licensed as an agent for the purposes of section 44(2) of the Real Estate Agents Act 2008 (Note 3).	
[Tick the box and complete any of the following that apply.]	
<input type="checkbox"/>	Name who was formerly a licensed officer of the company for the purposes of section 44(2) is no longer an officer of the company / no longer holds an individual agent's licence* [* select one] Licence registration number _ _ _ _ _
<input type="checkbox"/>	Name Position in company is now an officer of the company who is licensed as an agent. Licence registration number _ _ _ _ _
[Continue on a separate sheet if necessary.]	

10. CHANGE OF OFFICER(S) OF THE COMPANY

[Tick the box and complete any of the following that apply.]

- Person who is no longer an officer of the company (Note 4)
Name:.....
Former position in company
- Person who is a new officer of the company
Name:.....
Position in company

[Continue on a separate sheet if necessary.]

11. CHANGE IN ELIGIBILITY TO BE LICENSED (Note 5)

[If any of the following apply, tick the relevant box and provide explanatory details.]

- The company has been convicted in [name of country]of a crime involving dishonesty [provide details]
.....
- The company has been convicted of an offence under section 14, 17-22, or 24 of the Fair Trading Act 1986 [provide details]
.....
- The following officer of the company, who is licensed as an agent as required by section 44(2), has become prohibited from holding an agent's licence under section 37(1)(a)(b)(e)(g)(i) or 37(2) of the Real Estate Agents Act 2008
Name..... Position in company
.....
Licence registration number
- The following officer or officers of the company is by reason of personal character or financial circumstances no longer a proper person to be an officer of a licensee company.
Name Position in company
.....
Details of circumstances
.....

12. CERTIFICATION

I certify that the above particulars are true and correct and that I am duly authorised to provide the above changes of circumstances on behalf of the company.

Date..... Signature

Name [print name]

Signatory's position in company.....

NOTES

1. Section 67 of the Real Estate Agents Act 2008 requires an applicant for a licence or a licensee to give written notice to the Registrar of any change in circumstances, within 10 working days of the change.
"Change of circumstances " means:
 - any change recorded in the register of licensees
 - any change in the real estate business for which the agent, branch manager or salesperson works (if any)
 - any change that may be prescribed.
2. Complete whichever of the boxes in this form involve a change in the information that you have previously provided to the Registrar or that may affect the company's future eligibility to hold a licence.
3. A company is eligible to hold an agent's licence only if at least one of the officers of the company holds an agent's licence in his or her own right as an individual. The company may have more than

one licensed officer, but **must** have at least one at all times.

4. You must advise the Registrar of any change in the identity and positions of all officers of the company (whether the officers hold an agent's licence or not).
5. This section relates to matters set out in section 37 of the Real Estate Agents Act concerning a company's eligibility to be licensed. Failure to disclose any relevant information may result in a significant penalty.