

# NOTICE OF CHANGE OF CIRCUMSTANCES REGARDING A LICENCE APPLICATION OR LICENCE RENEWAL APPLICATION (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 is applying for an agent's licence or renewing an agent's licence, the licence or renewal has not yet been approved by the Registrar, and you are giving notice to the Registrar that you wish to change information that has been included in the application form.
2. If your company already holds an agent's licence and you wish to advise the Registrar of a change of circumstances or information that concerns information that is already held on the register, do not use this form. Use Form H *Notice of change of circumstances (company licence)*.
3. **Complete Section 1 and only those other sections of this form that involve a change of circumstances.** Use BLOCK LETTERS. Use a ballpoint pen.
4. Please send the completed form to:  
**The Registrar, Real Estate Agents 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](http://www.reaa.govt.nz).

<p><b>1. NAME OF COMPANY</b> <i>[as appears currently in the register or on licence application, as applicable]</i></p> <p>Name of company          .....          .....</p> <p><b>EITHER</b> <i>[strike out whichever does not apply]</i>          The company has applied for an agent's licence on [date] .....  <i>[attach copy of application]</i></p> <p><b>OR</b>          The company has applied for renewal of its licence, registration number _____ on [date]..... <i>[attach copy of application for renewal of licence]</i></p> <p>and I am advising of a change of circumstances in respect of that application/renewal*  <i>[*select one]</i></p>																					
<p><b>2. CHANGE OF COMPANY NAME</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>Former company name</b></td> <td style="width: 50%; border: none;"><b>New company name</b></td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> <tr> <td style="border: none;">...</td> <td style="border: none;">.....</td> </tr> </table>		<b>Former company name</b>	<b>New company name</b>	.....	.....	...	.....														
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<p><b>5. CHANGE OF POSTAL ADDRESS</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>Former postal address</b></td> <td style="width: 50%; border: none;"><b>New postal address</b></td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> <tr> <td style="border: none;">Street</td> <td style="border: none;">Street</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> <tr> <td style="border: none;">Suburb</td> <td style="border: none;">Suburb</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;">.....</td> </tr> <tr> <td style="border: none;">City.....</td> <td style="border: none;">City .....</td> </tr> <tr> <td style="border: none;">Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> <td style="border: none;">Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> </tr> </table>		<b>Former postal address</b>	<b>New postal address</b>	.....	.....	Street	Street	.....	.....	.....	.....	Suburb	Suburb	.....	.....	.....	.....	City.....	City .....	Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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<b>6. CHANGE OF ADDRESS OF REGISTERED OFFICE</b>	
<b>Former address of registered office</b>	<b>New address of registered office</b>
Street ..... .....	Street ..... .....
Suburb ..... .....	Suburb ..... .....
City ..... Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	City ..... Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>7. CHANGE OF ADDRESS OF PRINCIPAL PLACE OF BUSINESS</b>	
<b>Former address of principal place of business</b>	<b>New address of principal place of business</b>
Street ..... .....	Street ..... .....
Suburb ..... .....	Suburb ..... .....
City ..... Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	City ..... Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>8. CHANGE OF ADDRESS FOR COMMUNICATIONS</b>	
<b>Former address for communications</b>	<b>New address for communications</b>
Street ..... .....	Street ..... .....
Suburb ..... .....	Suburb ..... .....
City ..... Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	City ..... Post Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Other* ..... .....
	[* e.g. email address, post office box]
<b>9. CHANGE OF CONTACT PERSON FOR ENQUIRIES ABOUT APPLICATION</b>	
<b>Former contact person</b>	<b>New contract person</b>
Name ..... .....	Name ..... .....
Telephone number .....	Telephone number .....
Email address .....	Email address .....

**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

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

- 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 \_ \_ \_ \_ \_

- 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 3)**

[If any of the following apply, tick the relevant box and provide explanatory details. Use a separate sheet if necessary.]

Since submitting its application:

- 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 [select one of the following] 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

.....

.....

**10. 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.

Prescribed changes are set out in the Real Estate Agents (Licensing) Regulations 2009. (see [www.reaa.govt.nz](http://www.reaa.govt.nz) 2.

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. 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.