

Application for a Licence by a Company



THE LICENSING AUTHORITY OF SECONDHAND DEALERS AND PAWNBROKERS

Secondhand Dealers and Pawnbrokers Act 2004

TRIB No: _____

When to use this form

Use this application form to apply for a licence for a company to engage in business as a secondhand dealer or pawnbroker; and you are a person concerned in the management of that company.

What you need with your application

To complete your application, you need to send:

- A fully completed form
- The prescribed application fee

Completing this form

- You can fill this form in electronically. If you do this, you must print, sign, and submit it to the Tribunal.
- You can also print and fill this form by hand. Use a black or blue pen, and print clearly IN CAPITALS .
- Answer every question on the form unless the instruction tell you otherwise

Payment information

The prescribed application fee is \$410 for a company with 1 director and \$180 for each additional company director.

To confirm how you pay the application fee, please visit the Ministry of Justice website: www.justice.govt.nz/tribunals/licences-certificates/secondhand-dealers-pawnbrokers/forms-and-fees/
If you need further assistance, then please contact the Tribunal on:

Ph: 04 462 6660

Email: shdlicensing@justice.govt.nz

Application fees are non-refundable.

Application process

In normal circumstances, it will take up to a month to hear the outcome of your application. If you have a criminal conviction your application may take longer to process. You can check the progress of your application on

www.justice.govt.nz/tribunals/licences-certificates/secondhand-dealers-pawnbrokers/ .

Important information

Where the company has a sole director, that director must also apply for a certificate (unless they already hold a certificate) at the time of making this application for a company licence.

All personal information provided to the LASDP will be managed in accordance with the Privacy Act 1993.

Step 1. Tell us what you are applying for

Please tick one:

New Application

Renewal

If this is an application for renewal what is your current licence number?

Step 2. Give us the business's details

What is the company's name?

What name is it trading as?

Has the company been convicted under the Fair Trading Act 1986 within the past 5 years?
(Please tick to confirm)

Yes No

How can we contact you?

Phone Day Mobile

Email

If you give us your mobile number or email address we can use these to send you text messages or emails.

Do you consent to having your email address recorded in the public register of licence holders?
(Please tick to confirm)

Yes No

What is the company's postal address?

Address

What is the address of the Registered Office of the company?

Address

Step 3. Tell us your business addresses

This section records the street addresses of the company's principal or main place of business and every other place of business (eg, a branch office or store). You can use additional sheets of paper if necessary. Note: You need not fill in this section if the company is an 'itinerant secondhand dealer' (the company does not have premises from which it regularly engages in secondhand dealing)

Is the company an itinerant secondhand dealer? (Please tick to confirm)

Yes No

What is the street address of the principal or main place of business of the company?

Address	No.	Street	Suburb
	City		Post Code

What are the street addresses of every other place of business (branch store / office) of the company, if any?

(If it only operates from one premises, write 'None' and proceed to the next section)

Address	No.	Street	Suburb
	City		Post Code

Address	No.	Street	Suburb
	City		Post Code

Address	No.	Street	Suburb
	City		Post Code

Address	No.	Street	Suburb
	City		Post Code

Address	No.	Street	Suburb
	City		Post Code

Address	No.	Street	Suburb
	City		Post Code

Step 4. Provide the persons concerned in the management of the company

Every Director (as defined in section 126 of the Companies Act 1993) and the Chief Executive of the company (or any person occupying the equivalent position) are the 'persons concerned in the management of the company'. Each of them must be named in this section and the required information provided. You can use additional sheets of paper if necessary.

First Person

Position held (Please tick to confirm)

- Director
- Chief Executive
- Other (Please specify) _____

What is the person's name?

Full name First Surname/Family name _____

Is or has this person been known by any other name? (Please tick to confirm)

- Yes No

Please state any other name your partner is or has been known by

Full name First Surname/Family name _____

Full name First Surname/Family name _____

Full name First Surname/Family name _____

What is the residential street address of this person?

Address No. Street Suburb _____

City Post Code _____

What are their contact details?

Phone Day Mobile

Email

What is the gender of the person? (Please tick to confirm)

- Male Female Other (please specify) _____ Prefer not to disclose

What is their driver licence number?

Date of Birth / / (day/month/year)

Second Person

Position held (Please tick to confirm)

- Director
- Chief Executive
- Other (Please specify) _____

What is the person's name?

Full name First Surname/Family name

Is or has this person been known by any other name? (Please tick to confirm)

- Yes No

Please state any other name your partner is or has been known by

Full name First Surname/Family name

Full name First Surname/Family name

Full name First Surname/Family name

What is the residential street address of this person?

Address No. Street Suburb

City Post Code

What are their contact details?

Phone Day Mobile

Email _____

What is the gender of the person? (Please tick to confirm)

- Male Female Other (please specify) _____ Prefer not to disclose

What is their driver licence number?

Date of Birth ____ / ____ / ____ (day/month/year)

Applicant's Signature

Name

Signature

Date

Step 5. Make a Statutory Declaration

This declaration must be made by a person concerned in the management of the company.

IMPORTANT: You must sign and date this declaration in front of the person taking the declaration and they must then immediately complete and date their part of the declaration.

I, _____ (full name)
of _____ (your residential address)

do solemnly and sincerely declare that all the information recorded in this application is true and correct. I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature _____ (of the person making this declaration) **Date** _____

The following is to be completed by the person taking the declaration*

Declared at _____ (city/town)
on _____ / _____ / _____ (day/month/year)

Before me, being a person authorised under the Oaths and Declarations Act 1957 by reason of being

a _____

Name of person taking the declaration: _____

Address: _____

Signature _____ (of the person taking this declaration) **Date** _____

*The person taking the declaration must be one of the following:

- A person enrolled as a barrister or solicitor of the High Court (or a legal executive acting in his or her employment);
- A Justice of the Peace;
- A notary public;
- A Registrar or Deputy Registrar of a Court;
- A member of Parliament;
- An employee of either the New Zealand Transport Agency or the Public Trust who is authorised for that purpose;
- An officer in the service of the Crown or of a local authority who is authorised for that purpose (including a Police officer of the rank of Sergeant or above, and a Police Declarations Officer);
- Some other person authorised by law to administer an oath.

Step 6. Do a quick check

Before sending in this form – check:

You have answered every question;

You have signed and dated this form;

You have completed the Statutory Declaration;

 You have attached the additional sheet(s) containing information about other persons involved in the management of the company, (if any); and

You have paid the fee.

Step 7. Send in this form

You can print this form, fill it in, and

hand it in or courier to:

Level 1, 86 Customhouse Quay
Wellington 6011
New Zealand

or post it to:

SX 11159
Wellington
New Zealand

Phone: 04 462 6660

Email: shdlicensing@justice.govt.nz

Website: <https://www.justice.govt.nz/tribunals/licences-certificates/secondhand-dealers-pawnbrokers/>