

## MOTOR VEHICLE DEALER'S LICENCE REQUEST TO ADD CATEGORY E

### What is consignment selling?

Selling vehicles on consignment means selling a vehicle (including by auction) for a person who is not a dealer or trade owner. In order to lawfully sell vehicles on consignment, a dealer must have Category E endorsed on their certificate of authorised premises (CAP).

This form must be completed in order for Category E to be added to an existing licence. If the existing licence has been issued subject to a condition prohibiting consignment selling, this condition will be removed.

**Please note:** before removing the condition, the Commissioner for Consumer Protection (the Commissioner) must be satisfied that the licensee has sufficient financial resources. To assist the Commissioner in making that decision, a current assessment must be undertaken of the dealership's continued financial viability. To enable this assessment, please complete **this entire form**. You must ensure that the Authorisation and Declaration on page 2 is signed by all directors, partners (or directors of any corporate partners), or the sole trader.

|                        |    |
|------------------------|----|
| <b>Licensee Name:</b>  |    |
| <b>Licence Number:</b> | MD |

Please answer the following questions.

| 1. Since the licence was granted or last renewed, has/is the licensee, or any partner or director of the licensee:                                                                                      | Yes or No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| (a) aware of <b>any</b> legal proceedings pending against the licensee or any partner/director for an offence, including proceedings by way of appeal or review?                                        |           |
| (b) been the subject of <b>any</b> adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?                                                                 |           |
| (c) had <b>any</b> occupational licence or application refused, cancelled or suspended?                                                                                                                 |           |
| (d) been disqualified from holding <b>any</b> occupational licence?                                                                                                                                     |           |
| (e) been subject to <b>any</b> disciplinary action by a licensing authority?                                                                                                                            |           |
| (f) had <b>any</b> investigations or legal proceedings commenced against you or an associated entity, which may/did result in action being taken in relation to an occupational licence currently held? |           |
| (g) in liquidation, under official management or an undischarged bankrupt?                                                                                                                              |           |
| (h) having affairs administered under <b>any</b> bankruptcy laws?                                                                                                                                       |           |
| (i) been a director of a corporation, which within that period has been subject to <b>any</b> form of insolvency administration?                                                                        |           |
| <i>If the answer to any of the above questions is 'Yes', full details, including the circumstances surrounding the matter, must be provided on a separate attached sheet of paper.</i>                  |           |
| 2. Does the licensee referred to in this request currently have sufficient financial resources to enable you/it to carry on the business of a motor vehicle dealer?                                     |           |

Please provide the licensee's total current assets, liabilities and net worth in the following table:

|             |    |
|-------------|----|
| Assets      | \$ |
| Liabilities | \$ |
| Net Worth   | \$ |

Consumer Protection will obtain credit history report/s on the licensee's behalf to assist in assessing whether the licensee continues to have sufficient financial resources to enable it to meet its obligations under the Act. The report/s obtained provide a 'snapshot' of the entity's credit history and other relevant matters and is equivalent to the report that is available to credit providers. You will be given the opportunity to provide additional information should any issues arise on the report. The report will be held by Consumer Protection as a confidential document and will only be released to third parties as required under law.

**AUTHORISATION AND DECLARATION - if insufficient space, please copy.**

*(All natural persons involved in the management and/or conduct of the licensee must sign, this includes **all directors and partners**)*

I/we hereby request the Commissioner add **"Category E – Selling (including by auction) vehicles under consignment agreements"** to the abovementioned Motor Vehicle Dealer Licence.

I/we authorise the Commissioner, or persons so directed, to obtain on my/our behalf any document, record, file or information that may be necessary and relevant, including but not limited to records relating to my/our financial history or current/previous occupational licences.

Further, I/we declare that the information and documents given with or in support of this request, whether or not provided at the time of or subsequent to lodgement, are true and correct.

**Licensee Name:** .....

|                 |                 |
|-----------------|-----------------|
| Full Name:..... | Full Name:..... |
| Signature:..... | Signature:..... |
| Date:.....      | Date:.....      |
| Full Name:..... | Full Name:..... |
| Signature:..... | Signature:..... |
| Date:.....      | Date:.....      |

Licensed Motor Vehicle Dealers with Category E endorsed on their CAP are required to inform the Commissioner about the details of their trust account as well as the name of their registered auditor, and they agree to be audited by Consumer Protection at any reasonable time. The required forms will be sent to the licensee to complete once this request has been processed.

Should you require assistance with completing this form please contact Licensing Services on 1300 30 40 64 (within Australia) or email [cplicensing@lgirs.wa.gov.au](mailto:cplicensing@lgirs.wa.gov.au).

Lodgement of this form can be made:

|            |                                                                              |
|------------|------------------------------------------------------------------------------|
| By email:  | <a href="mailto:cplicensing@lgirs.wa.gov.au">cplicensing@lgirs.wa.gov.au</a> |
| By post:   | Licensing Services, Locked Bag 100, EAST PERTH WA 6892                       |
| In person: | Level 1, Mason Bird Building, 303 Sevenoaks Street, CANNINGTON               |