



Company Notification of Change Form

This form is for a company auctioneer to complete in order to notify the Registrar of Auctioneers of any changes to the company's details.

A registered auctioneer is obliged to notify the Registrar of any changes to information held on the register. Failure to do this is an offence under the Auctioneers Act 2013.

You need to notify the Registrar within 10 working days if any of your contact details have changed, in particular your:

- company or trading name;
- email address;
- postal address;
- address for service; and
- principal place of business.

You also need to notify the Registrar within 10 working days if:

- you, or anyone concerned in the management of your company*, becomes disqualified from registration; or
- you have ceased to carry on business as an auctioneer.

If a new person becomes concerned in the management of the company*, the registered auctioneer must, within 20 working days, complete the relevant section of this form for each new individual. This information should match what is recorded on the Companies Office Register.

Please send your completed form, along with any required criminal conviction history reports, to auctioneers@mbie.govt.nz, or by post to:

Consumer Protection and Standards Branch - Auctioneer Register
Ministry of Business, Innovation and Employment
PO Box 1473
Wellington 6140
New Zealand

*A person concerned in the management of the company is defined by the Auctioneers Act 2013 as "a director of the company, as that term is defined in section 126 of the Companies Act 1993" or "the chief executive of the company, or any person occupying the equivalent position".

Except for your AR number and company name, only fill in details that will be different to the information currently held by the Registrar.

Auctioneer Details – please provide your company name and number

AR Number: _____ **Company Name:** _____

Company Details – fill in any details that have changed

This appears on the public register.

Trading Name: _____
Trading name of the auction business

Principal Place of Business (Must be in New Zealand)

Street Number & Name: _____

Suburb: _____

City: _____
Postal Address (If different from above)

Street/PO Box/Pvt Bag: _____

Suburb: _____

City: _____

Application Contact – fill in any details that have changed

Name of Application Contact: _____

Phone Number: _____

Email Address: _____

Address for Service – fill in any details that have changed

This appears on the public register.

The Address for Service must be a New Zealand street address. PO Box, Private Bag, Document Exchanges, or Rural Delivery (RD) addresses ARE NOT ACCEPTABLE.

Street Number and Name: _____

Suburb: _____

City: _____

Email Address : _____

Persons Concerned in the Management of the Company - for new individuals to complete

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 person concerned in the management of the company needs to provide the Registrar with the details contained in this section.

Each of them must *personally* complete the declaration.

Individual Details

Where applicable, this must match what is recorded on the Companies Office Register.

As required by the Companies Act 1993, a director of a company must list their full legal name on the Companies Office Register. This is also a requirement of the Auctioneers Act 2013.

For clarity, your full legal name is your name as it appears on your birth certificate or passport.

Position held: **Director** **Chief Executive** **Other – please specify** _____

First name: _____

Middle name (if applicable): _____

Last name: _____

Date of birth: _____

Residential Address

Street number and name: _____

Suburb: _____

City: _____

Country: _____

Declaration

Please answer the questions below to the best of your knowledge and belief.

If you answer 'yes' to any of these questions, you are disqualified from registration under the Auctioneers Act 2013.

- | | | |
|---|-----|----|
| 1. Are you under 18 years of age? | Yes | No |
| 2. Are you an undischarged bankrupt? | Yes | No |
| 3. Are you a person whose registration under the Auctioneers Act 2013 has been cancelled within the preceding 5 years? | Yes | No |
| 4. Are you prohibited from being a director, or being concerned or taking part in the management of, an incorporated or unincorporated body under any enactment or order made under any enactment? | Yes | No |
| 5. Have you been convicted of a crime involving dishonesty within the preceding 5 years? | Yes | No |
| 6. Have you been convicted in the preceding 5 years of an offence against section 40 of the Fair Trading Act 1986 for contravention of any provision of Part 1 or subpart 4 of Part 4A of that Act? | Yes | No |
| 7. Have you been convicted in the preceding 5 years of an offence against section 24 of the Fair Trading Act 1986? | Yes | No |
| 8. Have you been subject to an order suspending or cancelling a licence under section 110 of the Real Estate Agents Act 2008? | Yes | No |
| 9. Have you been banned, or subject to a banning order under section 68 or 69 of the Motor Vehicle Sales Act 2003? | Yes | No |
| 10. Have you been subject to a property order made under section 30 or 31 of the Protection of Personal and Property Rights Act 1988? | Yes | No |

I, _____ of _____, _____,
full name address occupation

solemnly and sincerely declare that the statements contained in this form are true. And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature of person making the declaration: _____

Declared at:

_____ on _____ of _____, _____
place day month year

The following is to be completed by a Justice of the Peace, barrister and solicitor of the High Court of New Zealand, or other person authorised by law to take statutory declarations (in printed letters).

Before me (full name): _____

Qualification: _____

Address: _____

Signature of person before whom the declaration is made: _____