



Western Australia

Debt Collectors Licensing Regulations 1964

Reprinted as at 9 March 2001

Western Australia

Debt Collectors Licensing Regulations 1964

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Western Australia

Reprinted under the
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at 9 March 2001

Debt Collectors Licensing Act 1964

Debt Collectors Licensing Regulations 1964

1. Citation

- (1) These regulations may be cited as the *Debt Collectors Licensing Regulations 1964*¹.
- (2) In these regulations “**the Act**” means the *Debt Collectors Licensing Act 1964*, and if that Act is amended, includes that Act as amended from time to time.

2. Forms

The forms set out in the First Schedule to these regulations shall be used for the several purposes to which they are respectively applicable, and shall contain the particulars, indicated by the forms respectively with such variations as circumstances may require.

3. Application by corporation

Every application under the Act by a corporation shall be signed on behalf of the corporation by its manager, secretary or other governing officer, by whatever name called.

[Regulation 3 inserted in Gazette 26 September 1975 p. 3725.]

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4. Fees

The following fees are payable for the matters specified —

	\$
For the issue or renewal of a licence	233.00
For the transfer of a licence	45.00
For a duplicate licence	27.00
For an inspection of the register kept under section 12 of the Act	6.00

*[Regulation 4 inserted in Gazette 30 June 1989 p. 1974;
amended in Gazette 1 August 1990 p. 3658; 13 December 1991
p. 6157; 14 August 1992 p. 4023.]*

5. Transfer of licence

- (1) A licensee may, at any time during the currency of his licence, apply to the Court that granted the licence for the transfer of the licence to a person qualified to hold the licence and on receipt of the application the Clerk of the Court shall as soon as practicable notify the officer in charge of police at the police station nearest the Court of the fact.
- (2) The application for the transfer of the licence signed by the licensee and by the proposed transferee shall be lodged in duplicate in the prescribed form with the Clerk of the Court and shall be accompanied by —
 - (a) the licence;
 - (b) testimonials as to the character of the proposed licensee signed by not less than 3 reputable persons;
 - (c) the prescribed fee of \$1; and
 - (d) a fidelity bond in the prescribed form or approved security in the appropriate sum as required by section 20 of the Act in respect of the proposed transferee as if the proposed transferee were an applicant for a licence.
- (3) Instead of lodging a fidelity bond or approved security there may be lodged in the case where a fidelity bond already lodged

by the licensee is a fidelity bond in the prescribed form or the licensee has lodged an approved security, an undertaking in writing by the surety under the bond or security to hold itself or himself, as the case may be, liable thereunder in respect of the proposed transferee as if the fidelity bond or approved security were lodged in respect of the proposed transferee.

- (4) If the Court is satisfied that the proposed transferee is —
- (a) of good fame and character;
 - (b) a fit and proper person to be a licensee; and
 - (c) of the age of 21 years or more,

the Court may transfer the licence to him and thereupon the transferee shall, during the currency of the licence, be deemed to be the holder of the licence.

- (5) Where the proposed transferee is a corporation any reference in subregulation (4) to the proposed transferee shall be read and construed as a reference to the directors of the corporation.
- (6) Upon the transfer of a licence the Clerk of the Court shall —
- (a) endorse the licence accordingly;
 - (b) enter the particulars thereof in the register kept by him pursuant to section 12 of the Act; and
 - (c) notify the Commissioner of Police of the transfer of the licence.
- (7) Where the application for a transfer of a licence is not granted or the application is withdrawn the amount of the prescribed fee shall be refunded to the applicant.

6. Lodging of application

- (1) An application for the grant, renewal or transfer of a licence to a Court under the Act shall be lodged in duplicate in the prescribed form with the appropriate Clerk of the Court not less than 7 days before the date of the hearing of the application.

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- (2) Where a report of an officer in charge of police contains a statement that an objection will be made to the granting of the application, the Clerk of the Court to which the report is made shall within 3 days of the receipt of the report notify the applicant in the form prescribed that the application will be objected to and of the date on which it is proposed that the application will be heard by the Court.

7. Duplicate licence

- (1) An application for a duplicate licence under section 9(5) of the Act shall be lodged in duplicate in the prescribed form with the Clerk of the Court at which the licence was issued.
- (2) Where a duplicate licence is issued that licence shall be endorsed as follows: —
This licence is issued under section 9(5) of the *Debt Collectors Licensing Act 1964*, in substitution for licence number
pursuant to the order of a Stipendiary Magistrate of the Local Court held at
Made on the day of 20

8. Fidelity bond

The fidelity bond required to be lodged prior to the issue by the Clerk of the Court of a licence granted by the Court or a transfer thereof shall be in or to the effect of the Second Schedule to these regulations.

9. Surrender of licence

A licensee may at any time during the currency of his licence surrender the licence by letter under his hand addressed to the Clerk of the Local Court at which the licence was issued notifying the Clerk that he desires, as from the date specified therein, to surrender the licence and enclosing the licence with the letter.

10. Non-disclosure by auditor and person appointed by Minister

- (1) Except as provided in this regulation an auditor or person appointed by the Minister shall not divulge to any person or in any proceedings, any information that he has obtained in the course of conducting an audit or examination pursuant to the Act.
- (2) An auditor or person appointed by the Minister is not guilty of a breach of this regulation by disclosing any information —
 - (a) by means of or in any report made pursuant to the Act or to the Minister;
 - (b) in or for the purposes of any legal proceedings arising out of any such report or instituted in connection with the trust accounts of a debt collector to whom the information relates; or
 - (c) to any surety under a fidelity bond or approved security given in respect of a debt collector either verbally or in writing if the disclosure is first approved by the Minister.

11. Offence

A licensee shall not use directly or indirectly in the conduct or carrying on of his business as a debt collector, any vehicle of whatever kind on which is painted, affixed or otherwise exhibited —

- (a) the fact that he is a debt collector; or
- (b) the words, “debt collector”; or
- (c) any words importing or likely to import that he carries on the business of a debt collector.

12. Change of address

Where the address of the place of business of a licensee as shown in his licence is changed, notice in writing of the change shall be lodged by the licensee with the Clerk of the Court from which the licence issued, within 7 days after the address is changed.

13. Charges by licensee

A licensee may charge, recover or receive from any debtor of a creditor for or in connection with the collection of a debt from the debtor on behalf of the creditor where the debt is paid by instalments a sum of 50 cents or a sum not exceeding 2½% of the amount of the debt, whichever is the greater amount.

14. Exemptions

- (1) The provisions of the Act do not apply to a person who, in the course of carrying on business either on his own account or in conjunction with another, collects debts being moneys owing to another person under a mortgage or bill of sale or contract for the sale or letting of land or of a business, if —
 - (a) authority to make the collection is, in each case, to the knowledge of the debtor concerned, conferred on the person collecting the debt at or before the time when the debt becomes due and payable or within one month thereafter;
 - (b) that person is not otherwise a debt collector within the meaning of the Act; and
 - (c) that person does not himself, or by any person employed by him in the ordinary course of his business, prepare or issue or take any active part in the preparation or issue of any court process for the recovery of any of those debts.
- (2) Where a licensee carries on the business of a debt collector in partnership with any person, that person is exempt from the provisions of section 5 of the Act, so far as those provisions apply to that business or any of the functions of a debt collector performed by that person in relation to that business, so long as the licensee remains a licensee and a partner of that person.

*[Regulation 14 inserted in Gazette 12 October 1965 p. 3515;
amended in Gazette 6 January 1966 p. 1.]*

15. Penalties

A person who commits a breach of these regulations is guilty of an offence against the regulations and is liable to a penalty not exceeding \$200.

First Schedule

First Schedule

Form 1

Debt Collectors Licensing Act 1964

**APPLICATION FOR DEBT COLLECTOR'S LICENCE OR
RENEWAL THEREOF**

To the Local Court at
I of (place of abode)
in the State of, hereby make application for *a
grant or renewal of a Debt Collector's Licence.

My principal or sole place of business where I propose to carry on business as a
debt collector is situated at

The other places at which I intend to carry on business as a debt collector are
situated at

*My current licence number issued by the Local Court at
..... will expire on the day of
20

I am not under the age of 21 years.

Testimonials as to my character are annexed hereto marked respectively "A"
"B" and "C" and signed respectively by

	Name	Address	Occupation
A			
B			
C			

Dated this day of, 20

.....

Signature of Applicant

* Strike out whichever is inapplicable.

Form 2

In the Local Court held at

Debt Collectors Licensing Act 1964

DEBT COLLECTOR'S LICENCE

PURSUANT to the provisions of the abovementioned Act
..... of*, whose principal or
sole place of business is situated at
is hereby licensed to carry on business as a debt collector on his or its behalf in
Western Australia from the date hereof until the day of
....., 20, unless this licence is before that date
cancelled in accordance with the Act.

Given under my hand at this day of
..... 20

.....

Clerk of the Local Court at

* Insert place of abode.

First Schedule

Form 3

Debt Collectors Licensing Act 1964

**NOTIFICATION OF OBJECTION TO GRANT, RENEWAL
OR TRANSFER OF LICENCE**

WHEREAS the Officer in Charge of Police at the
Police Station proposes to object to the grant of your application for the grant,
renewal or transfer of a debt collector's licence on the following grounds: —

(Here state grounds of objection.)

TAKE notice that the application will be heard by the Local Court held at
..... on, the day
of, 20

Given under my hand this day of 20

.....
Clerk of the Local Court at

TO: of (place of abode as shown
in the application)

Form 4

Debt Collectors Licensing Act 1964

NOTIFICATION TO COMMISSIONER OF POLICE

Name of Licensee	Place of Abode	Sole or Principal Place of Business	Licence No. and Expiry Date	Date of Issue, Renewal or Cancellation	Action Notified*

* Issue, renewal, cancellation or surrender or notification of change of place of business or transfer of licence.

.....

Clerk of the Local Court at

First Schedule

Form 5

Debt Collectors Licensing Act 1964

APPLICATION FOR DUPLICATE LICENCE

To the Clerk of the Local Court at
I, of
hereby make application for a duplicate of Debt Collector's Licence Number
....., which was issued to me by the Local Court at,
on the day of 20

I tender herewith the sum of \$15.00, being the prescribed fee.

My sole or principal place of business is situated at
.....

The licence number has not been transferred, terminated,
or cancelled.

I have made diligent search for the licence, but have been unable to find it
and am of the opinion that it has been accidentally (or, as the case may be,)
lost
lost destroyed.*

Dated this day of, 20

.....

Applicant

*Strike out whichever is inapplicable.

Form 6

Debt Collectors Licensing Act 1964

APPLICATION FOR TRANSFER OF A DEBT COLLECTOR'S LICENCE

To the Clerk of the Local Court at
I of
being the holder of a Debt Collector's Licence Number issued
by the Local Court at on the
day of 20 and whose principal or sole place of
business is situated at hereby
make application for the transfer of the licence to
of

The licence is attached hereto for endorsement.

And I the said, hereby make
application that the licence be transferred to me.

My principal or sole place of business where I propose to carry on the business
of a debt collector is situated at

My place of abode is situated at

I am not under the age of 21 years.

I tender herewith the sum of \$30.00, being the prescribed fee for the transfer.

Testimonials as to my character are annexed hereto marked respectively "A"
"B" and "C" and signed respectively by —

Table with 4 columns: Name, Address, Occupation, and a row for testimonials A, B, and C.

Dated this day of, 20

Signature of Transferor Signature of Transferee

[First Schedule amended in Gazette 28 October 1983 p. 4370.]

Second Schedule

Second Schedule

Form 7

Debt Collectors Licensing Act 1964

FIDELITY BOND

KNOW ALL MEN BY THESE PRESENTS that

(insert name in full of the corporation which is the surety) an incorporated company carrying on the business of insurance in the State of Western Australia (in this bond called "the Surety") is hereby firmly held and bound to Her Most Gracious Majesty Queen Elizabeth II, Her Heirs, Successors and Assigns in the sum of (\$10 000 if the licensee is a corporation or \$6 000 where the licensee is a natural person) to be paid to Her Majesty, Her Heirs, Successors or Assigns for which payment well and truly be made the Surety binds itself and its successors firmly by these presents.

Sealed with our seal

Dated this day of, 20.....

WHEREAS one (name of applicant for a debt collector's licence with his address and description) (in this bond called "the Applicant") is an applicant for the grant of a debt collector's licence under the *Debt Collectors Licensing Act 1964*, and under the provisions of that Act each such applicant is required to lodge with its or his application a fidelity bond for the sum of \$10 000 if the applicant is a corporation and \$6 000 if the applicant is a natural person from some insurance company approved for the purpose by the Minister for the time being administering the Act; and whereas the above bounden Surety has agreed to enter into the above written bond. Now, therefore, the condition of the above written bond is such that if the applicant is granted a debt collector's licence under the *Debt Collectors Licensing Act 1964*, and if from time to time and at all times thereafter the applicant shall duly pay all penalties, damages and costs adjudged against the licensee to whom the bond relates in respect of any act done or omitted by him as a debt collector before the bond is terminated and shall duly observe and comply with all the provisions of that Act and the regulations thereunder with respect to any moneys received by him or it or by any partnership of which he or it is or shall be a member as a debt collector or debt collectors and the applicant shall duly and faithfully account for and pay over to the persons respectively entitled thereto all moneys received by the applicant or by any partnership of which he or it is or shall be a member in the course of his or its business as debt collectors but so that no granting by or on

Second Schedule

behalf of Her Majesty the Queen or the Minister or any person paying to the applicant or to any such partnership or any employee of the applicant any of those moneys or by or on behalf of any person entitled to any of those moneys or any person employing the applicant or any such partnership as debt collectors, of any time, credit, forbearance or indulgence to the applicant, to any such partnership or employee of the applicant shall in any way release the Surety from liability under the above written bond then the above written bond shall be void but otherwise shall remain in full force and effect, but if the Surety gives notice in writing to the licensee, the Commissioner of Police and to the Clerk of the Local Court with whom these presents are lodged that the Surety desires to be relieved of any further liability thereunder as from the date specified in the notice, being a date not earlier than thirty days from the service of the notice, the obligation of the surety under these presents shall cease as from the date so specified but notwithstanding such determination the Surety shall continue to be liable —

- (a) in respect of all penalties, damages and costs adjudged against the licensee to whom the above written bond relates in respect of any act, done or omitted before the date of the determination of the bond; and
- (b) for the due accounting after the specified date by the licensee to the persons entitled thereto, of all trust money received by the licensee before the specified date.

In witness whereof the Surety has hereunto affixed its Common Seal the day and year above written.

The Common Seal of
was hereunto affixed
pursuant, etc.,
in the presence of:

=====

Notes

¹ This reprint is a compilation as at 9 March 2001 of the *Debt Collectors Licensing Regulations 1964* and includes the amendments referred to in the following Table.

Table of Regulations

Citation	Gazettal	Commencement	Miscellaneous
<i>Debt Collectors Licensing Regulations 1964</i>	14 April 1965 pp. 1031-7	14 April 1965	
	12 October 1965 p. 3515	12 October 1965	
	6 January 1966 p. 1	6 January 1966	
	26 September 1975 p. 3725	1 October 1975	
<i>Debt Collectors Licensing Amendment Regulations 1983</i>	28 October 1983 p. 4370	1 November 1983 (see regulation 2)	
<i>Debt Collectors Licensing Amendment Regulations 1986</i>	29 August 1986 pp. 3205-6	1 September 1986 (see regulation 2)	
<i>Debt Collectors Licensing Amendment Regulations 1988</i>	12 August 1988 p. 2771	12 August 1988	
<i>Debt Collectors Licensing Amendment Regulations 1989</i>	30 June 1989 p. 1974	1 July 1989 (see regulation 2)	
<i>Debt Collectors Licensing Amendment Regulations 1990</i>	1 August 1990 p. 3658	1 August 1990	
<i>Debt Collectors Licensing Amendment Regulations 1991</i>	13 December 1991 p. 6157	13 December 1991	
<i>Debt Collectors Licensing Amendment Regulations 1992</i>	14 August 1992 p. 4023	14 August 1992	