

Real Estate and Business Agents Act 1978

# Real Estate and Business Agents (General) Regulations 1979

## Western Australia

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### Western Australia

Real Estate and Business Agents Act 1978

# **Real Estate and Business Agents (General) Regulations 1979**

#### 1. Citation

These regulations may be cited as the Real Estate and Business Agents (General) Regulations 1979.

#### 2. Terms used

In these regulations, unless the contrary intention appears calendar year means a period of 12 months beginning on 1 January;

CPD activity, in relation to a calendar year, means an educational activity approved for that calendar year in accordance with regulation 4AA(1);

CPD subject means a subject listed in Schedule 1A; educational activity means —

- attendance, including by means of audiolink or videolink, at a specific training course provided by a specific body or person and successful completion of any assessment requirements for that course; or
- (b) attendance, including by means of audiolink or videolink, at a specific seminar presented by a specific body or person and successful completion of any assessment requirements for that seminar; or

- (c) viewing of a specific recording, and successful completion of any assessment requirements for that viewing; or
- (d) participation in a specific course of study, or a specific component of a course of study, and successful completion of any assessment requirements for that course or component;

mandatory CPD activity, in relation to the calendar year 2009 or any subsequent calendar year, means a CPD activity for that year which the Commissioner has specified as a mandatory CPD activity for that year in accordance with regulation 4AA(3)(b);

*mandatory CPD subject*, in relation to either of the calendar years 2007 and 2008, means a CPD subject which is a mandatory subject for that calendar year under or in accordance with regulations in force with respect to that calendar year;

## point value means —

- (a) in relation to a CPD activity approved for the calendar year 2009 or any subsequent calendar year, the point value specified under regulation 4AA(2)(a); and
- (b) in relation to a CPD activity approved for either of the calendar years 2007 or 2008, the point value specified or determined in accordance with regulations in force at the time of approval;

**record** means a record under section 69(1)(b) of the Act; **register** means the register referred to in regulation 7(b); **registered training provider** has the same meaning as in section 5(1) of the *Vocational Education and Training Act 1996*;

**regulated person** means a licensee to whom regulation 4AB applies or a sales representative to whom regulation 4AC applies;

*relevant day*, for a calendar year, means —

- (a) for the calendar year 2009, the day which is 14 days after the day on which regulation 5 of the *Real Estate* and *Business Agents (General) Amendment* Regulations 2009 comes into operation; and
- (b) for the calendar year 2010 and each subsequent calendar year, 1 January in that calendar year;

working day means a day that is not a Saturday, Sunday, public holiday or public service holiday.

[Regulation 2 inserted: Gazette 25 Jun 1996 p. 2918; amended: Gazette 7 Feb 2003 p. 385; 28 Dec 2007 p. 6403-4; 17 Apr 2009 p. 1319-21; 30 Jun 2011 p. 2671; 24 Dec 2019 p. 4417-18.]

[3. Deleted: Gazette 30 Jun 2011 p. 2669.]

## 3A. Prescribed duty (Act s. 4(4)(d))

For the purposes of section 4(4)(d) of the Act the prescribed duty is collecting a payment on behalf of the owner of premises from a person in respect of the right of that person to occupy the premises.

[Regulation 3A inserted: Gazette 24 Jul 2007 p. 3660.]

## 4. Fees (Sch. 1)

- (1) The fees set out in Schedule 1 shall be payable in respect of the matters prescribed in that Schedule.
- (2) If a certificate of registration is renewed in accordance with section 49 of the Act after the day on which the certificate expired, a late fee equal to one quarter of the fee specified in item 7 of Schedule 1 for the renewal of the certificate is payable in addition to that specified fee.

[Regulation 4 amended: Gazette 2 Jul 1982 p. 2334; 25 Jun 1996 p. 2924.]

## 4A. Holding fee

(1) In this regulation —

**holding fee** means the fee set out in Schedule 1 item 12 and referred to in section 30(2a)(b) of the Act.

- (2) The holding fee is payable
  - (a) in the case of a licensee who, on the coming into operation of Part 8 of the *Business Licensing Amendment Act 1995*, holds a licence but does not hold a triennial certificate in respect of the licence, within 60 days after the coming into operation of that Part, and triennially after that payment; or
  - (b) in any other case, within 60 days after a licensee ceases to hold a current triennial certificate in respect of the licence held by the licensee, and triennially after that payment.
- (3) The Commissioner may refund to a licensee
  - (a) two-thirds of the holding fee paid by the licensee if the licensee is granted a triennial certificate less than one year after paying the holding fee; or
  - (b) one-third of the holding fee paid by the licensee if the licensee is granted a triennial certificate one year or more, but less than 2 years, after paying the holding fee.

[Regulation 4A inserted: Gazette 25 Jun 1996 p. 2924; amended: Gazette 17 Jun 2008 p. 2558; 30 Jun 2011 p. 2671; 18 Jun 2019 p. 2110.]

## 4AA. CPD activities

- (1) For each calendar year the Commissioner is to approve educational activities in accordance with this regulation.
- (2) In approving an educational activity under subregulation (1)
  - (a) the Commissioner is to specify a point value for the educational activity, and may specify different point

- values in relation to different regulated persons or classes of regulated persons; and
- (b) the Commissioner is to specify the CPD subject or CPD subjects in relation to which the educational activity is approved; and
- (c) the Commissioner may approve the educational activity in relation only to specified regulated persons or a specified class of regulated persons.
- (3) Before the relevant day for each calendar year, in relation to each regulated person
  - (a) the Commissioner is to approve educational activities for that calendar year under subregulation (1) which have an aggregate point value of at least 10; and
  - (b) the Commissioner may specify one or more CPD activities for that calendar year as mandatory CPD activities for that calendar year.
- (4) At any time after the relevant day for each calendar year the Commissioner may approve further educational activities for that calendar year under subregulation (1).
- (5) Throughout each calendar year the Commissioner is to maintain on the website maintained by the Commissioner an up-to-date notice setting out
  - (a) sufficient details to identify each CPD activity for that calendar year for each regulated person; and
  - (b) in relation to each CPD activity
    - (i) the CPD subject to which it relates; and
    - (ii) its point value;

and

(c) if the Commissioner has specified mandatory CPD activities for that year in accordance with subregulation (3)(b), sufficient details to identify the mandatory CPD activities for each regulated person.

[Regulation 4AA inserted: Gazette 17 Apr 2009 p. 1321-2; amended: Gazette 30 Jun 2011 p. 2671.]

# 4AB. Prescribed educational requirement for licensees who are individuals (Act s. 40B)

- (1) For the purposes of section 40B of the Act, the prescribed educational requirement for a licensee who is an individual is that the licensee undertake CPD activities in each calendar year that
  - (a) when the points specified for each activity under regulation 4AA(2)(a) are added together, have a total value of 10 points; and
  - (b) include any mandatory CPD activities in relation to that licensee for that calendar year.
- (2) However, a licensee is not required to comply with subregulation (1) in the calendar year in which the licensee's licence and triennial certificate are first issued.

[Regulation 4AB inserted: Gazette 24 Dec 2019 p. 4418.]

# 4AC. Prescribed educational requirement for sales representatives (Act s. 50C)

- (1) For the purposes of section 50C of the Act, the prescribed educational requirement for a sales representative is that the representative undertake CPD activities in each calendar year that
  - (a) when the points specified for each activity under regulation 4AA(2)(a) are added together, have a total value of 10 points; and
  - (b) include any mandatory CPD activities in relation to that sales representative for that calendar year.
- (2) However, a sales representative is not required to comply with subregulation (1) in the calendar year in which the representative's certificate of registration is first issued.

[Regulation 4AC inserted: Gazette 24 Dec 2019 p. 4418.]

## **4B.** Prescribed periods (Act s. 48(1), (2) and 49(2))

- (1) For the purposes of section 48(1) and (2) of the Act, the prescribed period is 3 years.
- (2) For the purposes of section 49(2) of the Act, the prescribed period is 3 years.

[Regulation 4B inserted: Gazette 25 Jun 1996 p. 2924.]

[5. Deleted: Gazette 18 Nov 2014 p. 4324.]

## 6. Prescribed examinations (Act Sch. 1 cl. 1(a))

- (1) The prescribed examinations for the purposes of Schedule 1 clause 1(a) to the Act are
  - (a) the examinations required by the Curtin University of Technology to be passed for the conferral of any of the following degrees
    - (i) Bachelor of Commerce (Property and Marketing);
    - (ii) Bachelor of Commerce (Property);
    - (iii) Bachelor of Commerce (Property and Finance);
    - (iv) Bachelor of Commerce (Property Development and Valuation);
    - (v) Bachelor of Commerce (Property Valuation);
    - (vi) Master of Property;
    - (vii) Graduate Diploma in Property;

or

- (b) the examinations required by a registered training provider to be passed for the conferral of a Diploma of Property Services (Agency Management) CPP50307.
- (2) In respect of a person who was a licensee and ceased to be licensed due to section 30(2a) of the Act the prescribed

- examinations for the purposes of clause 1(a) of Schedule 1 to the Act also include the examinations which were prescribed under regulation 6 of these regulations immediately before the commencement of the *Real Estate and Business Agents* (General) Amendment Regulations 2003.
- (3) In respect of a person who applies for a licence on or before 31 December 2018, the prescribed examinations for the purposes of Schedule 1 clause 1(a) to the Act also include the examinations required by a registered training provider to be passed for the conferral of a Diploma of Property (Real Estate), together with the examinations conducted by a registered training provider in all of the following courses
  - (a) Unit 15826 Rural Sales;
  - (b) Unit 15825 Selling Businesses;
  - (c) Unit 15892 Real Estate Law.
- (4) For the purposes of this regulation, a reference to the examinations required to be passed for the conferral of a particular qualification is a reference to the examinations that are or were required to be passed for the conferral of that qualification at any time when that qualification is or was conferred.

[Regulation 6 inserted: Gazette 7 Feb 2003 p. 385; amended: Gazette 13 Jan 2004 p. 145; 8 May 2009 p. 1491-2; 18 Nov 2014 p. 4325; 15 May 2015 p. 1717-18.]

# 6A. Prescribed qualifications for sales representatives (Act s. 47(2))

- (1) The prescribed qualifications for the purposes of section 47(2) of the Act are the successful completion of
  - (a) the TAFE Sales Representatives Registration Course provided by a registered training provider; or
  - (b) the REIWA Sales Representatives Registration Course provided by the Real Estate Institute of Western Australia Incorporated; or

- (c) both
  - (i) Real Estate Business 305; and
  - (ii) Property Management 330,

provided by the Curtin University of Technology; or

- (d) each of the following modules from the CPP07 Property Services Training Package
  - (i) CPPDSM4003A Appraise property;
  - (ii) CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work;
  - (iii) CPPDSM4008A Identify legal and ethical requirements of property sales to complete agency work;
  - (iv) CPPDSM4012A List property for sale;
  - (v) CPPDSM4014A Market property for sale;
  - (vi) CPPDSM4022A Sell and finalise the sale of property by private treaty;
  - (vii) CPPDSM4080A Work in the real estate industry,

provided by a registered training provider; or

- (e) in the case of an application for registration as a sales representative with a condition restricting the registrant to property management transactions only each of the following modules from the CPP07 Property Services Training Package
  - (i) CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work;
  - (ii) CPPDSM4010A Lease property;
  - (iii) CPPDSM4011A List property for lease;

- (iv) CPPDSM4013A Market property for lease;
- (v) CPPDSM4016A Monitor and manage lease/tenancy agreements;
- (vi) CPPDSM4080A Work in the real estate industry,

provided by a registered training provider.

(2) In this regulation —

*CPP07 Property Services Training Package* means the CPP07 Property Services Training Package published by the National Training Information Service.

[Regulation 6A inserted: Gazette 7 Feb 2003 p. 386; amended: Gazette 24 Jun 2008 p. 2886-7.]

## 6B. Certificate of registration, grant of (Act s. 47)

The Commissioner may grant a certificate of registration under section 47 of the Act to an applicant —

- (a) who applies within one year of successfully completing a qualification prescribed in regulation 6A; or
- (b) who has held a certificate of registration for at least 3 of the 5 years immediately preceding the making of the application; or
- (c) who complies with regulation 6; or
- (d) who has held a triennial certificate during the 3 years immediately preceding the making of the application.

[Regulation 6B inserted: Gazette 8 May 1987 p. 2103; amended: Gazette 30 Oct 1987 p. 4047; 12 Aug 1988 p. 2770; 7 Feb 2003 p. 386-7; 30 Dec 2004 p. 6924; 17 Nov 2006 p. 4760; 30 Jun 2011 p. 2671; 30 Jun 2017 p. 3553.]

## 6BA. Appointment to act as agent, content of

(1) If an amount is not fixed under section 61(1) of the Act, an appointment to act as an agent —

- where the commission, reward or other valuable (a) consideration to be received by the agent for the services rendered by the agent is expressed as a percentage, is to clearly set out the basis (e.g. selling price, gross rental) on which the percentage is to be calculated; and
- where (b)
  - (i) the appointment is to act as an agent in a transaction as defined in section 61(4a) of the Act: and
  - (ii) the commission, reward or other valuable consideration to be received by the agent for the services rendered is expressed as an hourly, weekly or other periodic rate,

is to specify the maximum amount to be received by the agent, expressed as a monetary amount; and

- (c) where the consideration to be received by the agent for the services rendered by the agent is based on the use by a person of certain services provided by the agent, is to provide a full explanation of the nature of the services so provided; and
- (d) where any expenses (in addition to the commission, reward or other valuable consideration) are to be received by the agent, is to —
  - (i) specify the nature of those expenses; and
  - clearly set out the method by which the expenses (ii) will be calculated.
- If an amount is not fixed under section 61(1) of the Act, an (2) appointment to act as an agent by a person for whom services are to be rendered is to contain, immediately before the statement of the commission, reward or other valuable consideration to be received by the agent, a statement that the commission, reward or consideration is not to be received pursuant to a scale fixed by law but is to be agreed upon between the person and the agent.

(3) An appointment to act as an agent is to include a statement in clear, concise and plain English to the effect that the person for whom the services are to be rendered by the agent (e.g. the vendor or landlord) may seek assistance from the Commissioner in relation to disputes as to the commission, reward or other valuable consideration to be received by the agent.

[Regulation 6BA inserted: Gazette 16 Oct 1998 p. 5734-5; amended: Gazette 30 Jun 2011 p. 2671.]

### 6BB. Prescribed transaction

For the purposes of the definition of *prescribed transaction* in section 61(4a) of the Act, the sale of a lot under a future lot contract (within the meaning of the *Sale of Land Act 1970* section 11) is a prescribed transaction.

[Regulation 6BB inserted: Gazette 30 Jun 2017 p. 3553-4.]

# 6C. Authorised financial institution (Act s. 67), classes of body prescribed

For the purposes of the definition of *authorised financial institution* in section 67 of the Act, the following classes of bodies are prescribed —

- (a) the class that consists of all banks; and
- (b) the class that consists of all societies.

[Regulation 6C inserted: Gazette 25 Jun 1996 p. 2918.]

## **6D.** Trust accounts, designation of (Act s. 68(1))

- (1) For the purposes of section 68(1) of the Act, a trust account is to be designated in the manner provided for in this regulation.
- (2) The designation of a trust account, other than a separate account, is to include
  - (a) the description "REBA Trust Account"; and

- (b) the name of the holder of the triennial certificate, and any business name of that holder, recorded in the register; and
- (c) the letters "TC" followed by the triennial certificate number recorded in the register.
- (3) The designation of a separate account is to include
  - (a) the description "REBA Trust Account IB"; and
  - (b) the name of the holder of the triennial certificate, and any business name of that holder, recorded in the register; and
  - (c) the words "in trust for" followed by the name of the person who requested the separate account; and
  - (d) the letters "TC" followed by the triennial certificate number recorded in the register.

[Regulation 6D inserted: Gazette 25 Jun 1996 p. 2918-19; amended: Gazette 30 Jun 2017 p. 3554.]

# 6E. Separate trust accounts, requests for, requirements prescribed (Act s. 68A(4))

- (1) For the purposes of section 68A(4) of the Act, where the transaction in respect of which moneys are paid relates to the sale of real estate or a business, an agent shall only comply with the request for a separate account if the agent is satisfied that
  - (a) the amount of moneys paid to the agent exceeds \$20 000; or
  - (b) the transaction is not to be settled within 60 days.
- (2) In subregulation (1) —

**business** means any commercial undertaking or enterprise in respect of any profession, trade, employment, vocation, or calling.

[Regulation 6E inserted: Gazette 25 Jun 1996 p. 2919.]

## **6F.** Trust accounts, interest on (Act s. 68B(1))

- (1) For the purposes of section 68B(1) of the Act, interest on the balance of a trust account is to be paid
  - (a) at the rate that is 70% of the relevant bank accepted bills rate calculated on a daily basis; and
  - (b) within 5 working days of the end of each month.
- (2) In subregulation (1)(a) —

relevant bank accepted bills rate means the 30 day bank accepted bills rate as published in Table F.1 of the "Reserve Bank of Australia Bulletin" for the month that is 2 months before the month in respect of which the interest is to be paid.

Note for this subregulation:

For example, the relevant bank accepted bills rate for May is the 30 day bank accepted bills rate for March.

[Regulation 6F inserted: Gazette 25 Jun 1996 p. 2919.]

## 6G. Receipts by agents, information in (Act s. 69(1)(a))

A receipt given under section 69(1)(a) of the Act shall contain the following information —

- (aa) the heading "Trust Account Receipt"; and
- (a) the name of the holder of the triennial certificate, and any business name of that holder, recorded in the register; and
- (b) a number or letter, or a combination of both, in consecutive order that allows the receipt to be uniquely identified; and
- (c) the date on which the money is received; and
- (d) the name of the person paying the money; and
- (e) the amount of money received; and
- (f) a brief description of the purpose of the payment; and

if the receipt is hand-written, the name of the person (g) receiving the money evidenced by the signature of that person.

[Regulation 6G inserted: Gazette 25 Jun 1996 p. 2919; amended: Gazette 17 Nov 2006 p. 4760.]

#### 6H. **Record keeping requirements**

- A record shall be (1)
  - kept in written form; and (a)
  - kept for a period of not less than 6 years from the date (b) on which the money was received; and
  - readily accessible. (c)
- Where a receipt has been given for money received, a record (2) shall contain the information contained in the receipt and may take the form of a duplicate copy of the receipt.
- Where money has been received by electronic transfer, a record (3) shall contain the information specified in regulation 6G(b), (c), (d), (e) and (f) and, for that purpose, the reference in regulation 6G(b) to "receipt" is to be read as a reference to "record".

[Regulation 6H inserted: Gazette 25 Jun 1996 p. 2919-20.]

#### 7. Registers (Act s. 133(2))

The prescribed particulars to be recorded, pursuant to section 133(2) of the Act, by the Commissioner —

- in the register of licensees are, in respect of each licensee
  - the name and address of the licensee; (i)
  - (ii) where the licensee is a firm, the name, address, and, where applicable, licence number of each partner constituting the firm;

- (iii) where the licensee is a body corporate, the name, address, and, where applicable, licence number of each director of the licensee;
- (iv) the licence number and the date on which the licence held by the licensee was granted;
- (v) any special condition to which the licence held by the licensee is subject;
- (vi) where a claim has been made or sustained against the Fidelity Account in respect of the licensee, a reference to that claim;
- (b) in the register of holders of current triennial certificates are, in respect of each holder
  - (i) the name and address of the holder;
  - (ii) any business name under which the holder carries on business as an agent;
  - (iii) the situation of the registered office of the holder:
  - (iv) where the holder is a firm, the name, address, and, where applicable, licence number of each partner constituting the firm;
  - (v) where the holder is a body corporate, the name, address and, where applicable, licence number of each director of the holder;
  - (vi) where the holder is a firm or body corporate, the name and address of the person in *bona fide* control of the business of the holder:
  - (vii) the licence number, and the date on which the licence held by the holder of the certificate was granted;
  - (viii) the certificate number, and the date on which the certificate currently held by the holder was granted or renewed, as the case may be;

- (ix) the name and address of the auditor appointed by the holder;
- (x) the amount of any payment made under section 113 of the Act by the holder;
- (c) in the register of holders of current certificates of registration are, in respect of each holder
  - (i) the name and address of the holder;
  - (ii) the certificate number and the date on which the certificate currently held by the holder was granted or renewed, as the case may be;
  - (iii) any special condition to which the certificate held by the holder is subject;
  - (iv) the amount of any payment made under section 113 of the Act by the holder;
  - (v) the name and address of the licensee or developer for and on behalf of whom the holder acts or by whom the holder is employed;
  - (vi) the date upon which a holder commenced in that capacity to act for and on behalf of, or be employed by, the licensee or developer referred to in subparagraph (v);
  - (vii) the name and address of every other licensee or developer for and on behalf of whom the holder has acted, or by whom the holder has been employed in that capacity, and the dates on which the holder commenced and ceased to so act or be employed by each of them, respectively.

[Regulation 7 amended: Gazette 7 Feb 2003 p. 387; 23 Dec 2008 p. 5467; 10 Nov 2009 p. 4495; 30 Jun 2011 p. 2671.]

## 7AA. Lending institution (Act s. 131A), classes of body prescribed

For the purposes of the definition of *lending institution* in section 131A of the Act, the class consisting of bodies, other than a body referred to in paragraph (a) of that definition, that provide loans to persons in order to assist those persons to purchase a dwelling is prescribed.

[Regulation 7AA inserted: Gazette 25 Jun 1996 p. 2920; amended: Gazette 18 Nov 2014 p. 4325.]

[7A. Deleted: Gazette 24 Dec 2019 p. 4418.]

## **7B.** Maximum amount prescribed (Act s. 131M(3))

For the purposes of section 131M(3) the prescribed maximum amount is \$2 000.

[Regulation 7B inserted: Gazette 30 Sep 1994 p. 4969.]

## 8. Changes in particulars, licensees to notify Commissioner of

A licensee shall give to the Commissioner notice in writing —

- (a) where the licensee is a body corporate, of any change in the directors of the body corporate;
- (b) where the licensee is a firm and any of the persons by whom or by which it is constituted is a body corporate, of any change in the directors of any such body corporate;
- (c) where the licensee is a firm or body corporate, of any change in the person in *bona fide* control of the business operated under the licence held by the licensee,

within one month of the change.

Penalty: \$100.

[Regulation 8 amended: Gazette 30 Jun 2011 p. 2672.]

## 9. Fees and costs, recovery of

(1) The amount of —

- (a) any fees prescribed by these regulations;
- [(b) deleted]
- any costs ordered by a court or tribunal to be paid to the Commissioner upon the determination of any proceedings,

may be sued for and recovered by the Commissioner on behalf of the Crown in any court of competent jurisdiction.

(2) Where, upon the determination of any proceedings, a court or tribunal makes an order for costs in favour of a person other than the Commissioner, the amount of those costs may be sued for by that person and recovered from the person against whom the order is made, in any court of competent jurisdiction.

[Regulation 9 amended: Gazette 30 Dec 2004 p. 6924; 30 Jun 2011 p. 2672.]

## 10. Unsuccessful applicant for licence etc., refund to (Act s. 113)

An amount paid to the chief executive officer under section 113 of the Act in respect of an application referred to in that section shall, where that application does not result in the grant or renewal of a licence, triennial certificate, or certificate of registration, be refunded to the applicant from the Fidelity Account.

[Regulation 10 amended: Gazette 10 Nov 2009 p. 4495; 30 Jun 2011 p. 2672.]

# 11. Real Estate and Business Agents Interest Account, application of (Act s. 127)

For the purposes of section 127 of the Act —

- (a) moneys standing to the credit of the Real Estate and Business Agents Interest Account are to be applied monthly before the end of each month; and
- (b) the following proportions are prescribed
  - (i) 4.5% to the Fidelity Account; and

- (ii) 57% to the General Purpose Account; and
- (iii) 38.5% to the Assistance Account.

[Regulation 11 inserted: Gazette 25 Jun 1996 p. 2920; amended: Gazette 6 Nov 2001 p. 5837; 10 Nov 2009 p. 4495-6; 30 Jun 2011 p. 2672.]

[11A, 11AA and 11B. Deleted: Gazette 25 Jun 1996 p. 2920.]

## 12. Fidelity Guarantee Account, claims against

A claim against the Fidelity Guarantee Account shall be made in writing and be verified by a statutory declaration made by a person who deposes to the facts therein set out of his own knowledge.

[Regulation 12 amended: Gazette 10 Nov 2009 p. 4495-6.]

## 13. Codes of conduct prescribed to be published (Act s. 101)

Any code of conduct that the Commissioner may from time to time prescribe pursuant to section 101 of the Act shall be published in the *Government Gazette*.

[Regulation 13 amended: Gazette 30 Jun 2011 p. 2672.]

## 14. Infringement notices

- (1) The offences specified in Schedule 3 are offences for which an infringement notice may be issued under Part 2 of the *Criminal Procedure Act 2004*.
- (2) The modified penalty specified opposite an offence in Schedule 3 is the modified penalty for that offence for the purposes of the *Criminal Procedure Act 2004* section 5(3).
- (3) The Commissioner may, in writing, appoint persons or classes of persons to be authorised officers or approved officers for the purposes of the *Criminal Procedure Act 2004* Part 2.

(4) The Commissioner is to issue to each authorised officer a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices.

[Regulation 14 inserted: Gazette 28 Aug 2009 p. 3348; amended: Gazette 30 Jun 2011 p. 2672.]

## 15. Forms (Sch. 2)

The forms set out in Schedule 2 are prescribed in relation to the matters specified in those forms.

[Regulation 15 inserted: Gazette 28 Aug 2009 p. 3348.]

## Schedule 1 — Fees

[r. 4 and 4A]

[Heading inserted: Gazette 18 Jun 2019 p. 2110.]

Item	Type of fee	Fee
1.	Application for licence	\$81.00
2.	Grant of licence	\$860.00
3.	Grant of licence to firm	\$1 125.00
4.	Grant of licence to body corporate	\$1 125.00
5.	Renewal of triennial certificate	\$711.00
6.	Grant of certificate of registration	\$218.00
7.	Renewal of certificate of registration	\$180.00
8.	Inspection of a register	\$11.80
9.	Issue of duplicate licence, duplicate certificate of registration or duplicate triennial certificate	\$29.50
10.	Copy (certified or uncertified) or an extract of an individual registration —	
	first page	\$12.20
	each subsequent page	\$2.30
11.	Copy (certified or uncertified) or an extract of all registrations in a register	\$121.00
12.	For the purposes of section 30(2a) (the holding fee)	\$258.00

[Schedule 1 inserted: Gazette 18 Jun 2019 p. 2110-11.]

## Schedule 1A — Professional development subjects

[r. 4AB]

[Heading	inserted:	Gazette	28	Dec	2007	p.	<i>6407</i> .	j
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- 1. Agency agreements
- 2. Auctions
- 3. **Business broking**
- 4. Business management practices
- 5. Buyer's agents
- 6. Communication
- 7. Conflict of interest and disclosure
- 8. Customer service skills
- 9. Disciplinary proceedings
- 10. Law of contracts
- 11. Managing agency risk
- 12. Legislation regulating the carrying on of business as an agent in Western Australia
- 13. Property management
- 14. Sale and lease of commercial property
- 15. Sale process
- 16. Strata management
- 17. Trust accounting
- 18. Understanding real estate documents
- 19. Valid appointment to act

[Schedule 1A inserted: Gazette 28 Dec 2007 p. 6407.]

## Schedule 2 — Forms

[r. 15]

[Heading inserted: Gazette 28 Aug 2009 p. 3349.]

[Form 1 deleted: Gazette 24 Dec 2019 p. 4419.]

## Form 2 — Infringement notice

Real Estate ar	ad Business Agents Act 1978 Infringement			
Infringem	ent notice no.			
Alleged	Name: Family name			
offender	Given names			
	or Company name			
	ACN			
	Address			
	Postcode			
Alleged offence	Description of offence			
	Real Estate and Business Agents Act 1978 s.			
	Real Estate and Business Agents (General) Regulations 1979 r.			
	Date / /20 Time a.m./p.m.			
	Modified penalty \$			
Officer	Name			
issuing notice	Signature			
	Office			
Date	Date of notice / /20			
Notice to	It is alleged that you have committed the above offence.			
alleged offender	If you do not want to be prosecuted in court for the offence, pay the modified penalty within 28 days after the date of this notice.			

How to pay
By post: Send a cheque or money order (payable to 'Approved Officer — Real Estate and Business Agents Act 1978') to the following address:
Approved Officer
Department of Commerce — Consumer Protection
[Address]
In person: Pay the cashier at:
Department of Commerce — Consumer Protection
[Address]
If you do not pay the modified penalty within 28 days, you may be prosecuted or enforcement action may be taken under the <i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i> . Under that Act, some or all of the following action may be taken — your driver's licence may be suspended; your vehicle licence may be suspended or cancelled; your details may be published on a website; your vehicle may be immobilised or have its number plates removed; and your property may be seized and sold.
If you need more time to pay the modified penalty, you can apply for an extension of time by writing to the Approved Officer at the above postal address.
If you want this matter to be dealt with by prosecution in court, sign here and post this notice to the Approved Officer at the above postal address within 28 days after the date of this notice.

[Form 2 inserted: Gazette 28 Aug 2009 p. 3349-50; amended: Gazette 30 Jun 2011 p. 2670; 20 Aug 2013 p. 3839.]

## Form 3 — Withdrawal of infringement notice

Real Estate and Business Agents Act 1978 Withdrawa			
Withdrawal	of infringement notice		
Alleged	Name: Family name		
offender	Given names		
	or Company name		
		ACN	
	Address		
		Postcode	
Infringement	Infringement notice no.		
notice	Date of issue / /20		
Alleged offence	Description of offence		
	Real Estate and Business Agents Act	1978 s.	
	Real Estate and Business Agents (Gen Regulations 1979 r.	veral)	
	Date / /20 Time	a.m./p.m.	
Officer	Name		
withdrawing notice	Signature		
notice .	Office		
Date	Date of withdrawal / /20		
Withdrawal of infringement	The above infringement notice issued withdrawn.	against you has been	
notice	If you have already paid the modified offence you are entitled to a refund.	penalty for the alleged	
[*delete whichever is not applicable]	* Your refund is enclosed.  or		

*	If you have paid the modified enclosed, to claim your refunto:	_	
	Approved Officer — Real Es Act 1978	tate and	Business Agents
	Department of Commerce —	Consun	ner Protection
	[Address]		
S	Signature	/	/20

[Form 3 inserted: Gazette 28 Aug 2009 p. 3350-1; amended: Gazette 30 Jun 2011 p. 2670.]

## Schedule 3 — Prescribed offences and modified penalties

[r. 14]

[Heading inserted: Gazette 28 Aug 2009 p. 3351.]

Offences und	Modified penalty	
s. 35	Failing to notify Commissioner of ceasing or commencing business	\$400
s. 36(1)	Failing to have registered office in the State	\$200
s. 37(1)	Failing to register a branch office	\$200
s. 37(2)	Failing to have qualified manager at branch office	\$200
s. 37(3)	Branch manager acting for more than one licensee or as an agent on own account	\$400
s. 40(1)(a)	Carrying on business under a name not endorsed on triennial certificate	\$200
s. 40(1)(b)	Failing to include surname and initials of licensee on all business correspondence	\$200
s. 40(3)	Failing to notify Commissioner of alteration of business name	\$200
s. 41(1)(a)	Failing to display official details at registered office	\$400
s. 41(1)(b)	Failing to display official details at branch office	\$400
s. 41(2)(a)	Failing to display official details on all correspondence and documents from registered office	\$400

Offences und	Modified penalty	
s. 41(2)(b)	Failing to display official details on all correspondence and documents from branch office	\$400
s. 51(1)	Failing to notify Commissioner of commencing or ceasing employment, or to act, as a sales representative	\$400
s. 70(1)	Failing to cause audit of trust account	\$600
s. 70(3)	Failing to deliver audit report to the Commissioner	\$600
s. 70(8)	Failing to deliver a termination audit report	\$600
s. 86	Failing to lodge a statutory declaration in relation to the audit of trust accounts	\$200
Offence und Regulations	Modified penalty	
r. 8	Failing to notify Commissioner of change in particulars	\$20

[Schedule 3 inserted: Gazette 28 Aug 2009 p. 3351-2; amended: Gazette 30 Jun 2011 p. 2670; 23 Oct 2012 p. 5055.]

## **Notes**

This is a compilation of the *Real Estate and Business Agents (General) Regulations 1979* and includes amendments made by other written laws. For provisions that have come into operation, and for information about any reprints, see the compilation table.

## **Compilation table**

Citation	Published	Commencement
Real Estate and Business Agents (General) Regulations 1979	31 Aug 1979 p. 2616-18	1 Sep 1979
Real Estate and Business Agents (General) Amendment Regulations 1980	26 Sep 1980 p. 3312	26 Sep 1980
Real Estate and Business Agents (General) Amendment Regulations 1981	26 Jun 1981 p. 2293	26 Jun 1981
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 1981	6 Nov 1981 p. 4526	1 Dec 1981 (see r. 2)
Real Estate and Business Agents (General) Amendment Regulations 1982	2 Jul 1982 p. 2334-6	2 Jul 1982 <sup>1</sup>

# **Reprint of the** *Real Estate and Business Agents (General) Regulations 1979* in *Gazette* 26 Nov 1982 p. 4667-74 (includes amendments listed above)

1 `		<i>'</i>
Real Estate and Business Agents (General) Amendment Regulations 1983	21 Oct 1983 p. 4298	1 Jan 1984 (see r. 2)
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 1983	30 Dec 1983 p. 5121-2	30 Dec 1983
Real Estate and Business Agents (General) Amendment Regulations 1984 <sup>2</sup>	21 Dec 1984 p. 4191	21 Dec 1984
Real Estate and Business Agents (General) Amendment Regulations 1985	21 Jun 1985 p. 2262	21 Jun 1985
Real Estate and Business Agents (General) Amendment Regulations 1986	28 Feb 1986 p. 668	28 Feb 1986

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Citation	Published	Commencement
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 1990	20 Jul 1990 p. 3461	20 Jul 1990
Real Estate and Business Agents (General) Amendment Regulations (No. 3) 1990	1 Aug 1990 p. 3652-3	1 Aug 1990
Real Estate and Business Agents (General) Amendment Regulations (No. 4) 1990	26 Oct 1990 p. 5370	26 Oct 1990
Real Estate and Business Agents (General) Amendment Regulations 1991	28 Jun 1991 p. 3119	28 Jun 1991
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 1991	13 Dec 1991 p. 6160	13 Dec 1991
Real Estate and Business Agents (General) Amendment Regulations 1992	14 Aug 1992 p. 4011-12	14 Aug 1992
Reprint of the <i>Real Estate and Busin</i> 1 Oct 1992 (includes amendments liste		eral) Regulations 1979 as at
Real Estate and Business Agents (General) Amendment Regulations 1993	30 Nov 1993 p. 6411-12	30 Nov 1993
Real Estate and Business Agents (General) Amendment Regulations 1994	30 Sep 1994 p. 4969-72	6 Oct 1994 (see r. 2)
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 1994	9 Dec 1994 p. 6661-2	9 Dec 1994
Real Estate and Business Agents (General) Amendment Regulations 1996	7 Jun 1996 p. 2392	7 Jun 1996
Real Estate and Business Agents (General) Amendment Regulations (No. 3) 1996	25 Jun 1996 p. 2917-22	1 Jul 1996 (see r. 2 and <i>Gazette</i> 25 Jun 1996 p. 2902)
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 1996	25 Jun 1996 p. 2923-5	1 Jul 1996 (see r. 2 and <i>Gazette</i> 1 Jul 1996 p. 3179)

Citation	Published	Commencement
Real Estate and Business Agents (General) Amendment Regulations 1997	27 Jun 1997 p. 3099-101	1 Jul 1997 (see r. 2)
Reprint of the <i>Real Estate and Busin</i> <b>28 Nov 1997</b> (includes amendments li		eral) Regulations 1979 as at
Real Estate and Business Agents (General) Amendment Regulations 1998	16 Oct 1998 p. 5733-5	1 Nov 1998 (see r. 2 and <i>Gazette</i> 16 Oct 1998 p. 5729)
Real Estate and Business Agents (General) Amendment Regulations 1999	8 Oct 1999 p. 4782-3	8 Oct 1999
Real Estate and Business Agents (General) Amendment Regulations 2000	18 Feb 2000 p. 913-14	18 Feb 2000
Real Estate and Business Agents (General) Amendment Regulations 2001	6 Nov 2001 p. 5837	6 Nov 2001
Real Estate and Business Agents (General) Amendment Regulations 2002	8 Feb 2002 p. 599-602	8 Feb 2002
Reprint of the <i>Real Estate and Busin</i> 8 Mar 2002 (includes amendments lis		eral) Regulations 1979 as at
Real Estate and Business Agents (General) Amendment Regulations 2003 <sup>3</sup>	7 Feb 2003 p. 384-7 (as amended 13 Jan 2004 p. 145-6)	7 Feb 2003
Real Estate and Business Agents (General) Amendment Regulations 2004	13 Jan 2004 p. 145-6	13 Jan 2004
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 2004	30 Dec 2004 p. 6924	1 Jan 2005 (see r. 2 and <i>Gazette</i> 31 Dec 2004 p. 7130)
Real Estate and Business Agents (General) Amendment Regulations 2006	27 Jun 2006 p. 2269-70	1 Jul 2006 (see r. 2)
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 2006	17 Nov 2006 p. 4759-60	17 Nov 2006

Citation	Published	Commencement
Real Estate and Business Agents (General) Amendment Regulations 2007	6 Feb 2007 p. 307-10	6 Feb 2007
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 2007	9 Mar 2007 p. 847-8	9 Mar 2007
Reprint 5: The <i>Real Estate and Busi</i> 8 Jun 2007 (includes amendments lis		neral) Regulations 1979 as at
Real Estate and Business Agents (General) Amendment Regulations (No. 4) 2007	24 Jul 2007 p. 3659-60	r. 1 and 2: 24 Jul 2007 (see r. 2(a)); Regulations other than r. 1 and 2: 25 Jul 2007 (see r. 2(b) and Gazette 24 Jul 2007 p. 3657)
Real Estate and Business Agents (General) Amendment Regulations (No. 5) 2007	28 Dec 2007 p. 6403-7	r. 1 and 2: 28 Dec 2007 (see r. 2(a)); Regulations other than r. 1 and 2: 29 Dec 2007 (see r. 2(b))
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 2008	17 Jun 2008 p. 2557-8	r. 1 and 2: 17 Jun 2008 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2008 (see r. 2(b))
Real Estate and Business Agents (General) Amendment Regulations 2008	24 Jun 2008 p. 2886-7	r. 1 and 2: 24 Jun 2008 (see r. 2(a)); Regulations other than r. 1 and 2: 25 Jun 2008 (see r. 2(b))
Real Estate and Business Agents (General) Amendment Regulations (No. 3) 2008	23 Dec 2008 p. 5465-7	r. 1 and 2: 23 Dec 2008 (see r. 2(a)); Regulations other than r. 1 and 2: 24 Dec 2008 (see r. 2(b))
Real Estate and Business Agents (General) Amendment Regulations 2009	17 Apr 2009 p. 1319-23	r. 1 and 2: 17 Apr 2009 (see r. 2(a)); Regulations other than r. 1 and 2: 18 Apr 2009 (see r. 2(b))
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 2009	8 May 2009 p. 1491-2	r. 1 and 2: 8 May 2009 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2009 (see r. 2(b))
Real Estate and Business Agents (General) Amendment Regulations (No. 4) 2009	23 Jun 2009 p. 2453-4	r. 1 and 2: 23 Jun 2009 (see r. 2(a)); Regulations other than r. 1 and 2:

1 Jul 2009 (see r. 2(b))

Citation	Published	Commencement	
Real Estate and Business Agents (General) Amendment Regulations (No. 3) 2009	28 Aug 2009 p. 3347-52	r. 1 and 2: 28 Aug 2009 (see r. 2(a)); Regulations other than r. 1 and 2: 29 Aug 2009 (see r. 2(b))	
Real Estate and Business Agents (General) Amendment Regulations (No. 5) 2009	10 Nov 2009 p. 4495-6	r. 1 and 2: 10 Nov 2009 (see r. 2(a)); Regulations other than r. 1 and 2: 11 Nov 2009 (see r. 2(b))	
Reprint 6: The <i>Real Estate and Busin</i> 11 Dec 2009 (includes amendments list		eral) Regulations 1979 as at	
Real Estate and Business Agents (General) Amendment Regulations 2010	28 May 2010 p. 2297-8	r. 1 and 2: 28 May 2010 (see r. 2(a)); Regulations other than r. 1 and 2: 29 May 2010 (see r. 2(b))	
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 2010	25 Jun 2010 p. 2851-2	r. 1 and 2: 25 Jun 2010 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2010 (see r. 2(b))	
Real Estate and Business Agents (General) Amendment Regulations 2011	22 Jun 2011 p. 2367-8	r. 1 and 2: 22 Jun 2011 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2011 (see r. 2(b))	
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 2011	30 Jun 2011 p. 2669-72	r. 1 and 2: 30 Jun 2011 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2011 (see r. 2(b))	
Reprint 7: The Real Estate and Business Agents (General) Regulations 1979 as at 3 Feb 2012 (includes amendments listed above)			
Real Estate and Business Agents (General) Amendment Regulations 2012	15 Jun 2012 p. 2599-600	r. 1 and 2: 15 Jun 2012 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2012 (see r. 2(b))	
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 2012	23 Oct 2012 p. 5049-55	r. 1 and 2: 23 Oct 2012 (see r. 2(a)); Regulations other than r. 1 and 2: 24 Oct 2012 (see r. 2(b))	
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 2013	27 Jun 2013 p. 2691-2	r. 1 and 2: 27 Jun 2013 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2013 (see r. 2(b))	

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Citation	Published	Commencement
Real Estate and Business Agents (General) Amendment Regulations 2013	20 Aug 2013 p. 3839	r. 1 and 2: 20 Aug 2013 (see r. 2(a)); Regulations other than r. 1 and 2: 21 Aug 2013 (see r. 2(b) and Gazette 20 Aug 2013 p. 3815)
Real Estate and Business Agents (General) Amendment Regulations 2014	17 Jun 2014 p. 1977-8	r. 1 and 2: 17 Jun 2014 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2014 (see r. 2(b))
Reprint 8: The <i>Real Estate and Busin</i> 19 Sep 2014 (includes amendments list		eral) Regulations 1979 as at
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 2014	18 Nov 2014 p. 4324-5	r. 1 and 2: 18 Nov 2014 (see r. 2(a)); Regulations other than r. 1 and 2: 19 Nov 2014 (see r. 2(b) and <i>Gazette</i> 18 Nov 2014 p. 4315)
Real Estate and Business Agents (General) Amendment Regulations 2015	15 May 2015 p. 1717-18	r. 1 and 2: 15 May 2015 (see r. 2(a)); Regulations other than r. 1 and 2: 16 May 2015 (see r. 2(b))
Real Estate and Business Agents (General) Amendment Regulations (No. 2) 2015	23 Jun 2015 p. 2184-5	r. 1 and 2: 23 Jun 2015 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2015 (see r. 2(b))
Commerce Regulations Amendment (Fees and Charges) Regulations 2016 Pt. 16	3 Jun 2016 p. 1745-73	1 Jul 2016 (see r. 2(b))
Commerce Regulations Amendment (Fees and Charges) Regulations 2017 Pt. 18	23 Jun 2017 p. 3213-52	1 Jul 2017 (see r. 2(b))
Real Estate and Business Agents (General) Amendment Regulations 2017	30 Jun 2017 p. 3553-4	r. 1 and 2: 30 Jun 2017 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2017 (see r. 2(b))
Commerce and Industrial Relations Regulations Amendment (Fees and Charges) Regulations 2018 Pt. 18	25 Jun 2018 p. 2325-53	1 Jul 2018 (see r. 2(b))
Commerce Regulations Amendment (Fees and Charges) Regulations 2019	18 Jun 2019 p. 2077-115	1 Jul 2019 (see r. 2(b))

Citation	Published	Commencement
Consumer Protection Regulations	24 Dec 2019	1 Jan 2020 (see r. 2(b) and
Amendment Regulations 2019 Pt. 4	p. 4416-20	Gazette 24 Dec 2019 p. 4415)

## Other notes

- The commencement date in r. 2 was of no effect as it was before the date of gazettal.
- 2 The Miscellaneous Regulations (Validation) Act 1985 applied to these regulations. It deemed the regulations not to have ceased to have effect as a result of the failure to comply with section 42(1) of the Interpretation Act 1984, subject to their being laid before the Legislative Assembly.
- The Real Estate and Business Agents (General) Amendment Regulations 2003 r. 4(2) (as amended in Gazette 13 Jan 2004 p. 146) and r. 5(2) are transitional provisions that are of no further effect.

## **Defined terms**

[This is a list of terms defined and the provisions where they are defined.

The list is not part of the law.]

Defined term	Provision(s)
authorised financial institution	6C
business	6E(2)
calendar year	2
CPD activity	
CPD subject	
CPP07 Property Services Training Package	6A(2)
educational activity	2
holding fee	
mandatory CPD activity	2
mandatory CPD subject	
point value	
record	_
register	2
registered training provider	2
regulated person	
relevant bank accepted bills rate	
relevant day	
working day	2