



What is meant by “registered office”

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Australian College
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What is meant by “registered office”

According to section 28 of the Property and Stock Agents Act 2002, a licensed agent must have a registered office within New South Wales.

This means that you either need to be employed by an agency and you will be working at the registered address of that agency, or you are operating your own business and need to inform NSW Fair Trading of your registered address that is within New South Wales.

There is one exemption to this requirement of a registered address being in New South Wales, and that is

when the office is in another State or Territory AND is within 50 kilometres of the State border with NSW – this will be referred to as an interstate office. It is important to note that NSW Fair Trading will have jurisdiction over this office and its functions when they relate to activities undertaken within New South Wales by an agent who is licensed or certificated under the NSW Property and Stock Agents Act 2002.

When we examine the issue of registered office further, we look at section 29 of the Property and Stock Agents Act 2002, and this gives agents guidance in relation to the



display of names at the registered office.

A licensee (that is any person who holds a licence under the Act) must display, legibly and conspicuously, outside of their registered office and any other place of business:

- » The name of the licensed person and their description as a licensee,
- » a description of the kind of licence or licences held by the licensee
- » For example, William Smith, #123456, Licensed Real Estate Agent

In essence, this means that all licensed agents who work from that

specific registered office must have their names, description as a licensee (best shown as a licence number), and a description of the kind of licence or licences that they hold.

In addition to the above, a licensee that is a corporation (ie a Pty Ltd entity) must display, legibly and conspicuously, outside of the corporation's registered office:

- » the name of the person in charge of the corporation's registered office, and

- » outside any other place at which the business of the corporation is carried on, the name of the person in charge at that place

For example:

U Beaut Realty Pty Ltd, Licence No 2468

William Smith, Licensee-In-Charge, Licence No. 123456, Licensed Real Estate Agent

The “outside of the registered office” is most commonly interpreted as the front door or front window of the agency. For those agencies who

do not have street frontages, then on the outside of the front door to the registered office would be acceptable.

The penalty for not displaying the appropriate information outside of the registered office, is currently set at 50 penalty points – equating to \$5,500.

‘Til next time, wishing you every success in your business ventures,

Rosy Sullivan
Director | College Principal

UPCOMING WEBINARS

3 HOUR COMPULSORY CPD

Strata Management	TUE 15TH SEP
Sales & Leasing	TUE 29TH SEP
Strata Management	TUE 13TH OCT

3 HOUR ELECTIVE CPD

Property Sales	TUE 8TH SEP
Strata Management	TUE 22TH SEP
Residential Property Management	TUE 6TH OCT

DIPLOMA OF LEADERSHIP & MANAGEMENT - EVENING WEBINARS

Manage budgets and financial plans	TUE 15TH SEP	Ensure a safe workplace for work area	TUE 13TH OCT
Support the recruitment, selection and induction of staff	TUE 29TH SEP	Facilitate continuous improvement	TUE 27TH OCT

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UPCOMING FACE TO FACE COURSES

COMBINED CPD (COMPULSORY & ELECTIVE) - REGIONAL NSW

Residential Prop Mgmt Castle Hill	MON 21 ST SEP	Property Sales Castle Hill	THU 15 TH OCT
Property Sales Wollongong	THU 24 TH SEP	Property Sales Gosford	WED 21 ST OCT
Property Sales Newcastle	MON 12 TH OCT	Property Sales Tweed Heads	MON 9 TH NOV

Two 3-hour sessions. 9am - 4pm unless stated otherwise

3 HOUR COMPULSORY CPD

Strata Management	FRI 11 TH SEP
Sales & Leasing	FRI 25 TH SEP
Sales & Leasing	FRI 16 TH OCT

3 HOUR ELECTIVE CPD

Strata Management	FRI 11 TH SEP
Residential Property Management	FRI 25 TH SEP
Property Sales	FRI 16 TH OCT

ASSISTANT AGENT - CERTIFICATE OF REGISTRATION

Real Estate and Stock & Station	6 TH - 9 TH OCTOBER
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Units taken from nationally accredited training qualifications from the CPP41419 Certificate IV in Real Estate Practice.

Strata Management	21 ST - 24 TH SEPTEMBER
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Units taken from nationally accredited training qualifications from the CPP40516 Certificate IV in Strata Community Management.

Please note: All face to face courses will be held at our Town Hall premises in the Sydney CBD with the exception of combined regional CPD



From the office

As is the new normal these days, the past fortnight at ACOP has involved so much cleaning, sanitising, masks, social distancing and individually wrapped everything.

In addition to our smaller face-to-face courses in our College premises at Town Hall, our trainers have also been on the road, with Michael Carolan and Andy Madigan training in Dubbo and Mudgee, Michael and Rosemary in Bathurst and Orange while Rosy was in Port Macquarie and Taree. Such a busy week for our trainers and our students.

Extraordinarily exciting this fortnight was the launch of our [new website](#), and we chose World Education Day on Wednesday 2nd September for this special event. Naturally in true ACOP style, we celebrated with cupcakes with our logo all over them – as if any of us could forget where we spend so much of our lives. We have wonderful

partnerships with many agencies, franchise groups and industry bodies, and this week was the birthday of the Elders Franchise Manager, Roylene Reilly – and as she just happened to be in the College for a meeting – we thought it only proper that we had a magnificent vanilla and raspberry cake to mark the occasion. Now these weren't the only celebrations this fortnight, as the team felt that Megan needed a little send off before her "hen's weekend". Her weekend had been significantly downsized due to COVID, so the team thought that 168 nuggets, 6 large packets of fries and 5 serves of doughnut balls from McDonalds would be a good preparation. It turns out that it was the best idea ever – however a couple of team members may have been in a nugget-coma for the entire afternoon. So if this wasn't enough, we also celebrated Rachelle's birthday and Megan's 8 years of employment with the College.....so much food and so much fun. Happy Spring everyone.

UPCOMING FACE TO FACE COURSES

PROPERTY LICENSING

Commercial Sales & Leasing SYDNEY CBD	1 ST - 2 ND OCT
Property Sales SYDNEY CBD	28 TH - 30 TH SEP
Stock & Station Agency Practices SYDNEY CBD	26 TH - 28 TH OCT
Strata Management Agency Practices SYDNEY CBD	19 TH - 21 ST OCT
Auctioneering SYDNEY CBD	29 TH - 30 TH OCT
Property Mgmt Business Development & NCAT SYDNEY CBD	29 TH - 30 TH OCT

PROPERTY LICENSING

Financial Management SYDNEY CBD	30 TH NOV - 1 ST DEC
Trust Accounting + Insurance SYDNEY CBD	THU 22 ND OCT
Trust Accounting SYDNEY CBD	14 TH - 15 TH SEP
Property Management SYDNEY CBD	16 TH - 18 TH SEP
Business Broking Agency Practices SYDNEY CBD	3 RD - 4 TH DEC

Units taken from nationally accredited training qualifications from the CPP41419 Certificate IV Real Estate Practice and CPP40516 Certificate IV in Strata Community Management.

PROPERTY SERVICES

CONSUMER GUIDES

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