

Company change of circumstances form

Section 67, Real Estate Agents Act 2008

1. Use this form if you have a **company** agent's licence to notify the Registrar of a change in your company's circumstances
2. Complete all sections as applicable. Tick boxes as appropriate.
3. Use the **Company staff changes form** to notify us of any new or leaving employees.
4. When completed attach the supporting documents and send to:
 - By email: licensing@rea.govt.nz
 - By post: Real Estate Authority, PO Box 25371, Wellington 6140
 - By courier: Real Estate Authority, Level 4, 95 Customhouse Quay, Wellington
5. For help completing this form call 0800 367 732 or +64 4 471 8930 or visit rea.govt.nz.

Company details

Company name: _____

Company licence number: _____

Details to be updated

Change of company name (if applicable)

New company name: _____

Date effective from **(dd/mm/yyyy)**: ____/____/____

Please note the company name must also be changed on the [New Zealand Companies Register](#).

Change of trading name of business (if applicable)

Former trading name of business: _____

New trading name of business: _____

Change of franchise of marketing group (if applicable)

Former franchise group or marketing group **(if any)**: _____

New franchise group or marketing group: _____

Change of address for principal place of business (if applicable)

Former address of principal place of business

Street: _____

Suburb: _____

City: _____ Postcode: _____

New address of principal place of business

Street: _____

Suburb: _____

City: _____ Postcode: _____

Change of postal address (if applicable)

Former postal address

Street or PO Box: _____

Suburb: _____

City: _____ Postcode: _____

New postal address

Street or PO Box: _____

Suburb: _____

City: _____ Postcode: _____

Change of business contact details (if applicable)

Former contact details

Office email: _____ Office: (0 ____)

Website: _____

New contact details

Office email: _____ Office: (0 ____)

Website: _____

Change in branch details

Name of branch: _____

Change of branch addresses (if applicable)

Former branch address

Street: _____

Suburb: _____

City: _____ Postcode: _____

New branch address

Street: _____

Suburb: _____

City: _____ Postcode: _____

Former branch portal address

Street or PO Box: _____

Suburb: _____

City: _____ Postcode: _____

New branch postal address

Street or PO Box: _____

Suburb: _____

City: _____ Postcode: _____

Change of branch contact details (if applicable)

Former branch contact details

Office phone: (0____) _____ Office email: _____

Website: _____

New branch contact details

Office phone: (0____) _____ Office email: _____

Website: _____

Closure of branch office (if applicable)

Name of branch: _____

Address of branch

Street: _____

Suburb: _____

City: _____ Postcode: _____

New branch office (if applicable)

Trading name: _____

Office phone: (0____) _____ Office email: _____

Web address: _____

Name of contact person: _____

Physical address

Street: _____

Suburb: _____

City: _____ Postcode: _____

Postal address (if different from physical address)

Street or PO Box: _____

Suburb: _____

City: _____ Postcode: _____

Change in company officer(s)

Person who is no longer an officer of the company (if applicable)

Name: _____

Licence number **(if any)**: _____

Position in company: _____

Officer role: Eligible officer | Principal officer | Other officer **(Select one.)**

New Officer of Company (if applicable)

Name: _____

Licence number **(if any)**: _____

Position in company: _____

Officer role: Eligible officer | Principal officer | Other officer **(Select one.)**

Declaration

- ☐ I certify that the above particulars are true and correct.
- ☐ I am duly authorised to provide notify the above changes of circumstances on behalf of the company.

The changes are effective from **(dd/mm/yyyy)**: ____/____/____

Signature: _____

Name **(Print name)**: _____

Date **(dd/mm/yyyy)**: ____/____/____

Position in the company: _____