

Form number 32 (version 2)

Queensland Civil and Administrative Tribunal Act 2009 (section 33)

Application for a reimbursement order – *Agents Financial Administration Act 2014*

Refer to attached instructions prior to filling out this form.

For office use only

Case number:

Date:

Registry:

PART A APPLICANT'S DETAILS

APPLICANT'S DETAILS

Name: The Chief Executive, Office of Fair Trading, Department of Justice and Attorney-General

Address

	Postcode	

Contacts

()	()	
<i>Preferred phone number</i>	<i>Alternative number</i>	<i>Email</i>

REPRESENTATIVE'S DETAILS (if applicable)

- Tick if you want this to be your address for notices
- Tick if you want your representative to represent you in proceedings before the tribunal

Name

Address

	Postcode	

Contacts

()	()	
<i>Preferred phone number</i>	<i>Alternative number</i>	<i>Email</i>

PART A RESPONDENT'S DETAILS

RESPONDENT'S DETAILS

Name

Address

	Postcode	

Contacts

()	()	
<i>Preferred phone number</i>	<i>Alternative number</i>	<i>Email</i>

REPRESENTATIVE'S DETAILS *(if known)*

Name

Address

	Postcode	

Contacts

()	()	
<i>Preferred phone number</i>	<i>Alternative number</i>	<i>Email</i>

Licence details

The respondent is *(please tick appropriate box)*

- a licensee. The licence number is
- a holder of a registration certificate. The registration certificate number is
- none of the above.

PART B DETAILS OF REIMBURSEMENT ORDER SOUGHT

The applicant applies to the tribunal for an order that the respondent reimburse:
(please tick appropriate box)

- the fund
- the Chief Executive

the amount of \$

PART C DETAILS OF WHAT YOU SEEK FROM THE TRIBUNAL
If there is insufficient space here, please attach additional pages.

1. **I want the tribunal to make the following order/s:**
Insert orders sought in numbered paragraphs.

PART C DETAILS OF WHAT YOU SEEK FROM THE TRIBUNAL *(continued)*
If there is insufficient space here, please attach additional pages.

2. The reasons I consider the order/s sought should be made are:
Set out reasons in numbered paragraphs.

Note: the application must be accompanied by the documents referred to in section 117(4) of the Agents Financial Administration Act 2014.

INTERPRETER

Is an interpreter required? *The assistance of an interpreter is subject to approval by the tribunal.*

Yes No

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If YES, please specify language

PART D CHECKLIST AND SIGNATURE

- I have completed all questions on the application form according to the instructions
- I have attached the documents referred to in section 117(4) of the *Agents Financial Administration Act 2014*
- I have provided the correct number of copies of the application form and attachments (for the number of copies required – see instructions)
- I have paid the prescribed fee (if applicable)
- I am ready to proceed with this application.

WARNING

Section 216 of the *Queensland Civil and Administrative Tribunal Act 2009* makes it an offence for a person to knowingly give the registry documents containing false or misleading information.
Maximum penalty for such an offence – 100 penalty units.

SIGN AND DATE HERE

The information in this application is true to the best of my knowledge.

Applicant sign here

Date

Instructions for completing**Application for a reimbursement order –
*Agents Financial Administration Act 2014*****General instructions**

This form is to be completed by the Chief Executive, Office of Fair Trading, Department of Justice and Attorney-General to apply for a reimbursement order pursuant to the *Agents Financial Administration Act 2014*.

PART A APPLICANT AND RESPONDENT DETAILS

- More than one respondent can be named in an application.
- If there is insufficient space for the names of either applicant or respondent, you may attach additional pages with similar details.

If the respondent is not an individual then the correct name must be used e.g. a company name, a business name (whether it is registered or not). Please refer to the tribunal's factsheet *How to identify and name the parties in QCAT* available at www.qcat.qld.gov.au

Representative's details

If you want your representative's address as the address for notices, please complete your representative's details. If you want your representative to represent you in any proceedings before the tribunal you must complete the form Form 56 - *Application for leave to be represented*. Generally the tribunal expects people to represent themselves. The decision regarding representation will be decided by the tribunal.

Copies of the application and providing copies to other parties

When lodging your original application and any attachments, you must also provide three copies of all of the documentation being lodged. If there is more than one respondent, you must include an extra copy of the application form and attachments for each additional respondent.

Generally, you must then give a copy of the application and all attachments to all parties to the proceeding as soon as practicable, and no later than seven (7) days after the application is filed.

Instructions for completing (continued)

Applications may be lodged in person or by post

By post: QCAT, GPO Box 1639, Brisbane QLD 4001
If you are posting your original application and copies to QCAT, you must include a stamped self-addressed A4 envelope with your application. The tribunal will return sealed copies to you, at the address you provide.

In person: QCAT, Level 11, Bank of Queensland Building, 259 Queen Street, Brisbane QLD 4000, or at any Magistrates Court outside of the Brisbane CBD.

To find your nearest Magistrates Court, look under “Justice and Attorney-General” in the phone book or visit www.courts.qld.gov.au. For more information visit www.qcat.qld.gov.au or call 1300 753 228.

Your information

QCAT collects your contact details for the purposes of compliance with the *Queensland Civil and Administrative Tribunal Act 2009* in relation to proceedings in QCAT. QCAT may contact you to seek your assistance in research to assist in the evaluation of the operation of QCAT. You are not obliged to participate in feedback or surveys. If you do participate no identifying particulars will be published. QCAT will not disclose your contact details or any other personal information to a third party unless required by law.