

Department of Justice
Consumer, Building and Occupational Services
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Phone: 1300 65 44 99

Email: licensing@justice.tas.gov.au Web: www.cbos.tas.gov.au

Audit Details

Conveyancer licence number

The period the audit report covers (from - to)

Financial institution and branch where
trust account is held

Name of conveyancer who the trust account
report is for

Signature of conveyancer

Name of auditor

Address of auditor

Date

Instructions

An original report of the audit must be attached to this form and contain the following:

- the name and location of any trust account in which trust money has been deposited
- the total amount of all contributions to the trust account
- a statement of the balance of the trust account
- the report issued under section 34 of the *Conveyancing Act 2004*

The auditor is to provide the conveyancer with a certified report of the audit, stating whether the conveyancer has, in the opinion of the auditor kept:

- proper accounting documents in respect of the trust account as required under section 19 of the *Conveyancing Act 2004*
- such statements as are adequate to explain the financial transactions of the trust account both during and at the end of the preceding financial year.

Lodging the form

Email the completed form to:

licensing@justice.tas.gov.au

Personal information protection statement

In line with the *Personal Information Protection Act 2004*, the Consumer, Building and Occupational Services Division of the Department of Justice, is collecting this information so that it can determine your eligibility to obtain the requested licence. You are required to provide this information under the *Conveyancing Act 2004*. If you do not provide all of the information requested then your application may not be processed. Your personal information will be used for the primary source for which it is collected and may be disclosed to law enforcement agencies, courts and other organisations authorised to collect it. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to Consumer, Building and Occupational Services. You may be charged a fee for this service.