**Instructions: Note that after completing and signing this form, it should be uploaded as an attachment to a transfer variation in RRAM.**

**Work Authority Number:**

|  |
| --- |
|  |

(eg. WA1234)

**Name, address, contact phone, and email address of current work authority holder(s) (the “transferor(s)”):**

|  |  |  |
| --- | --- | --- |
| **1. Surname or Company name:** | | **ACN (for all companies):** |
|  | |  |
| **Given name(s) (if applicable):** | **Mr/Mrs/Ms (if applicable):** | **Date of birth (for individuals):** |
|  |  |  |
| **Number and street name: (do not provide a Post Box number. Must be registered office address if a company)** | | |
|  | | |
| **Suburb:** | **State:** | **Postcode:** |
|  |  |  |
| **Email:** | | **Telephone:** |
|  | |  |
| **2. Surname or Company name:** | | **ACN (for all companies):** |
|  | |  |
| **Given name(s) (if applicable):** | **Mr/Mrs/Ms (if applicable):** | **Date of birth (for individuals):** |
|  |  |  |
| **Number and street name: (do not provide a Post Box number. Must be registered office address if a company)** | | |
|  | | |
| **Suburb:** | **State:** | **Postcode:** |
|  |  |  |
| **Email:** | | **Telephone:** |
|  | |  |

Note: if there are more than two current work authority holders, please attach details on a separate page

|  |  |
| --- | --- |
| Subject to obtaining the consent of the Minister to the Transfer of this Work Authority under the provisions of the *Mineral Resources (Sustainable Development) Act 1990*, I/We the Work Authority Holder(s) **HEREBY TRANSFER TO** the Transferee(s) described here, all rights and interests in this Authority. | |
| **Name:** | **Signature:** |
|  |  |
| **Witness Name:** | **Signature:** |
|  |  |
| **Name:** | **Signature:** |
|  |  |
| **Witness Name:** | **Signature:** |
|  |  |

Section 127(1) of the *Corporations Act 2001 (Cth)* states that:

A company may execute a document without using a common seal if the document is signed by:  
 (a) 2 directors of the company; or  
 (b) a director and the company secretary; or  
 (c) for a proprietary company that has a sole director who is also the sole secretary—that director.

**Name, address, contact phone, and email address of proposed transferee(s) (the “transferee(s)”):**

Transfer applications can only be made in the name of individual(s) or a company. Transfer applications cannot be made under trading name(s).

|  |  |  |
| --- | --- | --- |
| **1. Surname or Company name:** | | **ACN (for all companies):** |
|  | |  |
| **Given name(s) (if applicable):** | **Mr/Mrs/Ms (if applicable):** | **Date of birth (for individuals):** |
|  |  |  |
| **Number and street name: (do not provide a Post Box number. Must be registered office address if a company)** | | |
|  | | |
| **Suburb:** | **State:** | **Postcode:** |
|  |  |  |
| **Email:** | | **Telephone:** |
|  | |  |
| **2. Surname or Company name:** | | **ACN (for all companies):** |
|  | |  |
| **Given name(s) (if applicable):** | **Mr/Mrs/Ms (if applicable):** | **Date of birth (for individuals):** |
|  |  |  |
| **Number and street name: (do not provide a Post Box number. Must be registered office address if a company)** | | |
|  | | |
| **Suburb:** | **State:** | **Postcode:** |
|  |  |  |
| **Email:** | | **Telephone:** |
|  | |  |

Note: if there are more than two transferees, please attach details on a separate page

|  |  |
| --- | --- |
| Subject to obtaining the consent of the Minister to the Transfer of this Work Authority under the provisions of the *Mineral Resources (Sustainable Development) Act 1990*, I/We **the transferee(s) HEREBY ACCEPTS** the said transfer and holds itself responsible for compliance with the *Mineral Resources (Sustainable Development) Act 1990* and the Regulations and the terms and conditions under which the said Authority is granted. | |
| **Name:** | **Signature:** |
|  |  |
| **Witness Name:** | **Signature:** |
|  |  |
| **Name:** | **Signature:** |
|  |  |
| **Witness Name:** | **Signature:** |
|  |  |
| **Date:**  ***(please ensure that this document has been dated, otherwise it will be returned for amendment)*** | |

Section 127(1) of the *Corporations Act 2001 (Cth)* states that:

A company may execute a document without using a common seal if the document is signed by:  
 (a) 2 directors of the company; or  
 (b) a director and the company secretary; or  
 (c) for a proprietary company that has a sole director who is also the sole secretary—that director.

**TO BE COMPLETED BY THE PROPOSED TRANSFEREE(S):**

**Question 1. Contact details and correspondence address**

|  |  |  |
| --- | --- | --- |
| *(Please tick one)*  Transferee | Employee | Agent |
| **Name:** | | |
|  | | |
| **Position (if employee):** | | |
|  | | |
| **Address for correspondence:** | | |
|  | | |
| **Telephone:** | **Mobile:** | **Email:** |
|  |  |  |

**Transferee Declaration:**

|  |  |  |
| --- | --- | --- |
| **I/We declare that to the best of my/our knowledge that all the information that I/we have given is true and correct** | | |
| *(Please tick one)*  Transferee Director | Transferee Secretary | Transferee Authorised Person |
| **Name:** | | |
|  | | |
| **Position (if employee):** | | |
|  | | |
| **Signature:** | | |
|  | | |
| **Date:** | | |
|  | | |

**General Information**

In accordance with regulation 18 of the *Mineral Resources (Sustainable Development) (Extractive Industries) Regulations 2019* a prescribed fee is required to accompany the transfer application.

The transferee must also have public liability insurance before doing any work on the work authority.

The transferee must work in accordance with the Code of Practice for Small Quarries or the approved work plan for the work authority. Any variation to the work plan requires approval and registration of a variation to the work plan

The department will return any existing rehabilitation bond on the work authority after a valid replacement bond has been lodged and the transfer has been consented to.

The transferee takes responsibility for any issues of non-compliance with the Act or Regulations or work authority conditions related to this work authority unless these issues are resolved before the transfer is approved.

**Privacy Statement**

The personal information on this form, and any authority that is issued following processing of this form, will be stored and used by the Department of Environment, Energy and Climate Action for the purposes of administering the *Mineral Resources (Sustainable Development) Act 1990* (the Act). You have the right of access to this information by contacting the Earth Resources Information Centre, Level 15, 1 Spring Street, Melbourne VIC 3000. The information may be disclosed to other government organisations for the purpose of administering or enforcing the Act or a relevant Act, and to the public for the purpose of land use advice.