

FREQUENTLY ASKED QUESTIONS

Membership Categories

I currently have a business membership. Do I need to apply for a new membership and what do I apply for?

Membership categories have changed so yes you will need to reapply. You will first need to identify the legal entity that applies to your business e.g. company, partnership or sole trader.

A [checklist](#) has been developed to guide you through this process.

What if I am a sole trader, am I still required to hold a Registered Business Entity membership and a Registered Individual membership.

Yes.

For example - Robert Smith is a sole trader and operates as *Beach Real Estate*. The registered legal entity is Robert Smith trading as *Beach Real Estate*. Robert Smith may employ an administration support staff member and this does not change the nature of being a sole trader.

To be eligible as a registered legal entity, namely as 'Sole Trader' Robert Smith is required to hold a registered individual membership under the category 'employer/sole trader'.

This is because, each legal entity requires its legal 'officer' (key individual) to be a registered individual, in this case member Robert Smith, exercises the voting rights of the entity membership, Robert Smith trading as Beach Real Estate.

What if our business operates through more than one legal entity, either by way of separate legal entities for different locations, or for the purpose of employing different staff?

The legal entity is the holder of the membership. For employees to be a registered individual and hold membership the registered entity that employs them must be a registered business entity member.

I currently have an individual membership, can I apply for a new individual membership?

Yes you can, but before you do, the business entity you work for will need to apply to be a registered entity member first.

I am an individual who wishes to apply for membership and my company is not a member, what can I do?

Please complete an expression of interest and a member of our team will be in touch.

Can I just stay on my current membership and not apply for a new one?

No. Memberships that were established before 30 September 2020 will expire. From this date memberships expire as the old membership structure no longer exists.

What if I want to add or remove a Director from my Registered Business Entity.

When changing Company Directors on your ASIC records, please advise REISA in the event of a resignation or appointment.

In the event of a new Director appointment, or Partner appointment if a partnership, the 'officer' will need to apply for individual membership of REISA Ltd. This should occur within the same period a company has to notify ASIC of changes to Directors, namely (14 days).

I have a Company structure and one of my Directors takes little interest in the business, do they need to apply for an individual membership for my business to qualify for membership?

Yes, all Directors in accordance with your ASIC records, regardless of their level of activity in the business, must be included in the application for a Registered Business Entity membership in order for the business to be eligible to apply.

If I am an office manager, business manager or other employee who is not a licenced agent/Director can I apply for a membership?

Yes, and we welcome your application. Prior to applying you will need to ensure your company has applied to be a member. If they are not, please complete an expression of interest and a member of our team will be in touch.

What are the Real Estate Licences issued by the Office of Consumer and Business Affairs ('CBS') that apply to either the category Registered Entity or Registered individual?

As of 12 August 2020 the CBS Real Estate Registration Categories that are eligible for entity or individual REISA Ltd Memberships are:

- Land Agent
- Sales Representative
- Property Manager
- Conveyancer
- Auctioneer