

## **Guide for Completing the Application for Initial/Renewal Licences (Affidavit)**

This Guide together with reference to last year's affidavit (attached) will assist with the completion of the Application for initial or renewal licenses. ***Please note that incomplete or inaccurate affidavits will be returned for re-filing a \$150.00 fee will be assessed. Any late application not received by March 1 of each year will be assessed a \$500.00 late fee.***

In using this Guide please refer to the Clause numbers on the affidavit.

Clause 1 -	Self-explanatory
Clause 2 -	Please refer to the date on your existing license.
Clause 4 -	Please refer to the date of last's year's declaration shown in bottom left hand corner of affidavit.
Clause 5 -	Self-explanatory
Clause 6 -	Self-explanatory.
Clause 7 -	Self-explanatory. A list of agents is to be provided.