



Notice of proposal to change scheme operator

Retirement Villages Act 1999 (Section 41C)

ABN: 86 504 771 740

This form is effective from 11 November 2019

About this notice

Under the *Retirement Villages Act 1999*, a scheme operator (the existing scheme operator) must give the chief executive a notice of change of scheme operator (this form) where the scheme operator proposes to transfer control of a retirement village scheme's operation to another person (the new scheme operator).

Note: Within 28 days of giving this notice to the chief executive (or any extension of the notice period granted by the chief executive), the existing scheme operator must also give the chief executive a proposed transition plan in the approved form for the change of scheme operator.

Penalties may apply for an existing scheme operator who does not comply with these requirements.

Date this notice given: DD / MM / YYYY

Part 1 – Retirement village and scheme operator details

1.1 Retirement village name and location	Retirement village name Street address Suburb State Post Code
1.2 Existing scheme operator details	Name of entity that currently operates the retirement village (existing scheme operator) Australian Company Number (ACN) Address of registered office Suburb State Post Code Date entity became operator DD / MM / YYYY
1.3 Contact person	Name of person who the department can contact regarding this notice Phone Email
1.4 New scheme operator details	New scheme operator Australian Company Number (ACN) Address of registered office Suburb State Post Code

Part 2 – Proposed transition details

2.1 Date operations will be transferred

What is the proposed date or timeframe when the transition of village operations will occur?

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Part 3 – Confirmation and signature

I, (full name)

of (address)

being the scheme operator of the retirement village or the agent/representative of the scheme operator of the retirement village, certify the information in this notice about cancelling registration is correct as at DD / MM / YYYY.

Position (scheme operator/agent or representative of scheme operator)

Signature Date DD / MM / YYYY

Part 4 – Lodgement of notice

Please send the completed notice to the chief executive of the Department of Communities, Housing and Digital Economy.

By mail:

Regulatory Services
Department of Communities, Housing and Digital Economy
GPO Box 690
Brisbane QLD 4001

By email:

regulatoryservices@chde.qld.gov.au

If you require any assistance, please phone Regulatory Services on 07 3013 2666.

Further information

If you would like more information, contact the Department of Communities, Housing and Digital Economy on 13 QGOV (13 74 68) or visit our website at www.chde.qld.gov.au/regulatoryservices

Regulatory Services, Department of Communities, Housing and Digital Economy

Regulatory Services administers the *Retirement Villages Act 1999*. This includes investigating complaints and alleged breaches of the Act.

Department of Communities, Housing and Digital Economy

GPO Box 690, Brisbane, QLD 4001

Phone: 07 3013 2666

Email: regulatoryservices@chde.qld.gov.au

Website: www.chde.qld.gov.au/regulatoryservices

Queensland Law Society

Find a solicitor

Law Society House

179 Ann Street, Brisbane, QLD 4000

Phone: 1300 367 757

Email: info@qls.com.au

Website: www.qls.com.au

Queensland Civil and Administrative Tribunal (QCAT)

This independent decision-making body helps resolve disputes and reviews administrative decisions.

GPO Box 1639, Brisbane, QLD 4001

Phone: 1300 753 228

Email: enquiries@qcat.qld.gov.au

Website: www.qcat.qld.gov.au