

Transaction Date? **Yes / No**

Fair and reasonable description of item?
Yes / No

(Including characteristics specified in the Act Section 28 (2) (a) Are all items which have identifying marks recorded separately? Is each and every identifying number recorded? (with the exception of batteries and chargers for cordless electrical items)

Total amount lent, rate of interest and other charges in respect to pawned goods?
Yes / No / NA

Price paid for item purchased? **Yes / No**

Location of property (if not on premises)?
Yes / No

Date Sold? **Yes / No**

Price paid for item sold? **Yes / No**

Contract No. acquitted for sold / disposed of items? **Yes / No**

Name and address of purchaser if goods sold for more than \$50? **Yes / No**

Accurate and legible copies of pledge or buy contracts provided to customers. **Yes / No**

Are unredeemed pledges retained for period of loan? (Pawnbrokers only) **Yes / No / NA**
Section 29 (5)

Are extending agreements signed by customer and attached to the original pledge? (Pawnbrokers Only) **Yes / No / NA**

Please Note: This Self Audit leaflet is intended as a guide only, and is not be used as a substitute for the Pawnbrokers & Second-hand Dealers Act of 1996 or Regulations. Both of which should be regularly read and used as official reference.



Prescribed goods requiring a Second-hand Dealers License...

- **Jewellery** (including watches) that include gems or precious metals
- **Gemstones or precious metals**
- **Sporting or recreational goods**
- **Musical instruments** (incl. electric piano's)
- **Photographic equipment**
- **Portable engine powered, motorized or air powered tools and equipment**
- **Microwave cookers and other electric or electronic goods** (other than whitegoods)
- **Computer hardware and software** (incl. interactive game consoles & game software)
- **Compact Discs** (laser read): (all types – dvd's, mini discs, blue-ray that are designed to be used with electronic audio, &/or visual
- **Watercraft and parts of watercraft**
- **Toolkits and car accessories**
- **Mobile phones**
- **Devices designed to play digital audio files** (MP3 players, ipods, etc)
- **Global Positioning equipment** (GPS)



Further information regarding the contents of this document can be obtained from

Pawnbrokers Unit OIA

P 02 8835 7826 **F** 02 8835 7829

E #PBU@police.nsw.gov.au



NSW Police Force
www.police.nsw.gov.au

PAWNBROKERS & SECOND HAND DEALERS



Information Leaflet and Self Audit Form



NSW Police Force
www.police.nsw.gov.au



Operational Information Agency
PAWNBROKERS UNIT



To access Weblink:

- Open your Internet Browser.
- Type <http://www.police.nsw.gov.au> in the address bar. Then press Enter:
- Click the [Registered Users](#) link at the bottom right hand corner of the page. The Registered Users screen will be displayed.
- Click [Weblink System – Pawnbrokers & Second-hand dealers](#) link and the Weblink Welcome screen will be displayed. **NB:** Helpful links and information (including the Act & Regulations) can be found on this page, so save it as a favorite.
- Click [Please click here to enter the site](#) link and the Weblink login screen will be displayed.
- Type your Username and Password then click Submit.

Note: Your Username and Password are case sensitive. No spaces are allowed.

Your Username is your Dealer's Licence number, (ie 2PS _____)

Self Audit

Pawnbrokers & Second Hand Dealers...

Is licence on display or available for production to authorised officer if required? **Yes / No**
(Act Section 17 (1)(e))

Is a sign displayed in a conspicuous place within the licence premises which shows the Licence Number, Licensee's Name and Type of Licence held? **Yes / No**
Lettering must be in English and at least 5 centimetres in height in Arial or similar font (Sect 14 / Regs Clause 17)

Is a sign displayed to the effect:-
"ANY INFORMATION PROVIDED TO THE LICENSEE BY OR ABOUT A CUSTOMER IN RELATION TO THE TRADING OF SECOND-HAND GOODS MAY BE FURNISHED TO THE POLICE"
Yes / No
Lettering must be in English and at least 5 centimeters in height. (Act Section 14 / Regs Clause 17(1)(d))

Is a sign displayed in a prominent position stating:-
"YOU HAVE A LEGAL RIGHT TO CLAIM GOODS FROM THESE PREMISES THAT YOU HAVE GOOD REASON TO BELIEVE ARE YOURS. GO TO ANY POLICE STATION AND A POLICE OFFICER WILL ADVISE YOU OF YOUR RIGHTS AND WHAT YOU WILL NEED TO DO"
Yes / No
Lettering must be in English and at least 2.5 centimetres in height (Act Sect. 32L / Schd 1, Regs Clause 33 (Form3))

For Pawnbrokers only: Is a sign displayed explaining fees and charges made by the licensee?(Act Sect. 32C, Regs Cl. 29) **Yes / No / NA**

Is a list of all employees kept, showing the name, residential address, date of birth, date of employment and date of termination of employment for each employee? **Yes / No**
Must be in electronic form where conditions of licence dictate (Act Section 16(2)/ Regs Clause 13)

If required by a condition of the licence - Are records of business created and stored electronically and transmitted to Police within three working days of creation? **Yes / No**
(Condition of licence and Act Section 16 (5A) / Reg Cl.15)

Are all business and storage addresses recorded on the licence? **Yes / No**
(Act Sections 12 & 12A)

Is Form 1. (*Statement by customer as to who is the owner of goods*) completed in respect to all transactions where goods are acquired? **Yes / No**
(Act Sect 15 / Regs Schedule 1 (Form 1))

Is a Form 2. (*Statement as to customers rights and obligations*) on hand and given to all customers entering into a pawn agreement? **Yes / No / NA**
(Act Section 28(5A) / Reg Clause 26)

Are purchased second hand goods held for a period of 14 days?(Act Sect 21 / Reg 21) **Yes / No**

Are all goods in the store tagged with the corresponding stock / contract number? **Yes / No**
(Regs Clause 20)

Are Business Records Recorded Correctly...

(Act Sect 15 / Reg Cl.18, Act Sect16 (1) / Reg Cl. 12 & Act Sect 28 / Reg Cl. 25)

Unique contract number allocated to each transaction? **Yes / No**

Customer Name recorded? **Yes / No**

Customer Date of Birth? **Yes / No**

Customer Address? **Yes / No**

Customer Signature (on Form 1)? **Yes / No**

Correct I.D produced and recorded for each transaction and on each occasion? **Yes / No**