

INSTRUCTIONS FOR COMPLETION

NB THIS FORM CAN NOT BE USED TO CHANGE THE NAME OF A REGISTERED BUSINESS. TO CHANGE A BUSINESS NAME YOU WILL NEED TO CANCEL THE EXISTING NAME AND APPLY TO REGISTER THE NEW NAME.

- * Collection of information by this form is authorised by the *Business Names Act 1963*. It will be used for the purposes of that Act and will be available for search pursuant to sections 22 & 23 of that Act. It will also be made available to government agencies for statistical and administrative purposes and to non-government persons and organisations. A fee may apply to any or all of the above.
- * All hand written information should be clear and legible. The use of white out is not acceptable.

Item 1. * Business names should be listed in order of preference.

Item 2. * The date of commencement of the business may not be more than two months after the date of lodgement.

Item 6 * Principal place of business and all other subsequent places of business must be **within the ACT**. A place of business **cannot** be a Post Office Box.

Item 7. * Postal address may be an address outside of the ACT.

Item 8. * This document should clearly indicate all proprietors to the business either individual/s or corporation/s.

Item 9. * An agent resident in the ACT must be appointed where all of the individual proprietors reside **outside** of the ACT. The resident agent must complete and sign relevant parts of the application. This section does not apply if the proprietor is a corporation registered under the *Corporations Law*.

Item 10.* This document **must** be signed by **all** proprietors/agents, except in the case of a renewal in which case one proprietor may sign. Where a corporation is the listed proprietor, only one signature for that corporation is required.

Attorney- If this document is executed by an attorney pursuant to a registered power of attorney, it must set out the full name of the attorney and the form of execution must indicate the source of his/her authority eg "AB by his/her attorney XY pursuant to Power of Attorney ACT Registered No of which he/she has no notice of revocation".

Corporation- If this document is executed by a corporation the person must state the full name of the corporation, the ACN and the position held eg Director/Secretary/Manager.

- * To cease a business name, please complete a "Cessation of Business Name" form.

N.B. This form should be read in conjunction with Business Names and Associations Section Information Sheet - "Business Names Information".

WARNINGS.

In determining whether a name is available for registration, a search is not made of trade marks registered under the *Trade Marks Act 1995 (C'wlth)*. No responsibility is accepted for registration of a name which might infringe proprietary rights acquired by registration of a trade mark. Inquiries should be directed to IP Australia.

No expenses should be incurred in relation to the use of the proposed name until a certificate of registration has been received by the applicant.

If you register a name consisting only of generic or generally used words you are advised that another name may be registered containing those same words, prefixed or suffixed by a distinguishing word or words e.g. Computer Installations would not preclude the registration of the name A.B. Computer Installations by another party.

There is no provision in the *Business Names Act 1963* to change a registered business name. Where a change to a business name is required, it will be necessary to cancel and apply to re-register in the new name.