



Notice of Change in Particulars of a Business Name

Corporate Affairs Commission ABN 30 652 402 747
Business Names Act 1996

Please Note

The Office of Consumer and Business Affairs (OCBA) undertakes the administration of the *Business Names Act 1996* on behalf of the Corporate Affairs Commission.

Change in Particulars

You must lodge a 'Notice of Change in Particulars of a Business Name' form within 28 days of any change to the following:

- nature of business
- proprietor's legal name
- proprietor's residential address
- business address
- address for service and
- change of postal address.

You cannot use this form to Change your Business Name

If the trading name of the business has changed, a new 'Application for Registration of a Business Name' form must be lodged to register the new name.

Changes to your Company

You must notify the Australian Securities and Investments Commission (ASIC) of any changes to your company details, not OCBA. OCBA will be informed by ASIC of the changes.

Change of Nature of Business

Complete sections 1, 2 and 8 on this form. You can nominate a new nature of business or amend the existing one. You must give an accurate description of the nature of your business and the industry you are in.

Change of Proprietor's Legal Name

Complete sections 1, 3 and 8 on this form if the proprietor has changed their legal name. A new certificate will be issued in your legal name free of charge.

A body corporate **does not** need to notify us if it has changed its name.

Change of Proprietors Residential Address

Complete sections 1, 4 and 8 on this form if a proprietor has changed their residential address. A 'PO Box' is **not** acceptable here as it must be the residential address of the proprietor.

Change of Business Address

Complete sections 1, 5 and 8 on this form. Enter your new business address. A 'PO Box' is **not** acceptable here as it must be a physical location within the State of South Australia.

Change of Address for Service of Proprietor

Complete sections 1, 6 and 8 on this form. The address for service of proprietor is where official notices will be served. A 'PO Box' is **not** acceptable. Business Name Renewals will be sent to the postal address.

Change of Postal Address

Complete sections 1, 7 and 8 on this form.

Fees

See separate fee schedule. A late fee is payable if not lodged within 28 days of the change occurring.

Note: The prescribed fee must accompany this form. Your changes will not be registered unless the full fee is attached.

Document ID	
LUN No.	
Amount \$	Cash / Cheque / Card / MO



BQ4B

Notice of Change in Particulars of a Business Name

1

Business Name Please print clearly using block letters. (Leave a blank box for any spaces in your name)

Registration Number	
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2

Nature of Business

(Complete section 1, 2 and 8.) You can nominate a new nature of business or amend the existing one. You must give an accurate description of the nature of business and the industry you are in. One word descriptions such as 'Trading', 'Retail', 'Manufacturing' or 'Consulting' will not be accepted. Please tick the appropriate box and provide details below.

Additional business duties New nature of business

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3

Change of Proprietor's Legal Name

(Complete section 1, 3 and 8.) If a proprietor's legal name has changed, please state the old name and the new name. Please attach a copy of your certificate for change of legal name (ie. marriage or change of name certificate).

Old Name	New Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

4

Change of Proprietor's Residential Address

(Complete section 1, 4 and 8.) A physical address where business is being conducted must be recorded. If the business is being conducted from home, or is a mobile business, then the proprietor's residential address should be provided. The business address must be an address in South Australia. **A 'PO Box' is not acceptable here.** Additional places of business can be nominated if you are operating from more than one address.

Proprietor's Name	Proprietor's Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
New Address	New Address
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Suburb	Suburb
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
State <input type="text"/> <input type="text"/> P/Code <input type="text"/> <input type="text"/>	State <input type="text"/> <input type="text"/> P/Code <input type="text"/> <input type="text"/>
Date Changed	Date Changed
<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Notice of Change in Particulars of a Business Name

5 Change of Place of Business in South Australia

(Complete section 1, 5 and 8.) All locations where business is being conducted in South Australia must be recorded. If the business is being conducted from home, or is a mobile business, then the proprietor's residential address should be provided. **A 'PO Box' is not acceptable here.**

Old Address

Suburb

State P/Code

New Address

State P/Code

Date Changed

d	d	/	m	m	/	y	y	y	y
---	---	---	---	---	---	---	---	---	---

If there is an address you wish to add or delete from your registration, please indicate it here. **Please tick the appropriate add or delete box.**

Street

Suburb

State P/Code

Add place of business

Delete place of business

Date Changed

d	d	/	m	m	/	y	y	y	y
---	---	---	---	---	---	---	---	---	---

* If you wish to add additional places of business, please photocopy this page *

Payment Facilities



Payment can be made by

- cash/money order/eftpos transaction (in person)
- credit card (Visa, Mastercard, Bankcard, Amex) (see below)
- cheque (made payable to Business and Occupational Services)

Any 'Change in Particulars of a Business Name' form received without the appropriate fee will be returned.



Paying by Post

Payment can be forwarded by post to:

**Office of Consumer and Business Affairs
Business and Occupational Services
GPO Box 1407 Adelaide SA 5001**



Paying by Fax

Business Names forms can now be lodged by facsimile and payment made by credit card. Forms received by facsimile (together with payment by credit card authorisation) will be processed as next day mail lodged documents.

Payment can be forwarded by fax on: **(08) 8204 9771**



Paying in Person

Payment can be made in person at:

**Office of Consumer and Business Affairs
Business and Occupational Services
Ground Floor, Chesser House
91-97 Grenfell Street, Adelaide SA 5000**



For Further Information

Visit our website www.ocba.sa.gov.au or phone **1300 138 918**.

Checklist for Lodgement

- Have you completed **all** of the requirements of the form you are lodging?
- Has the form been signed by the appropriate proprietors?
- Has the **Authorisation for Payment by Credit Card** below been completed and signed?

Authorisation for Payment by Credit Card

Bankcard Visa Mastercard Amex

Credit Card No.

Expiry Date

 /

Name on Card

Contact Phone No.

I hereby authorise the Commissioner for Consumer Affairs to draw on my Bankcard/Visa/Mastercard/Amex for the amount of

\$

Cardholder's Signature

Business Registration No.
(if applicable)



Business Names - Fee Schedule

(Effective 1 July, 2005)
(subject to change in July of each year)

Business and Occupational Services

Ground floor
Chesser House
91-97 Grenfell Street
Adelaide SA 5000

GPO Box 1407
Adelaide SA 5001
DX 225

Tel 1300 138 918

www.ocba.sa.gov.au

REGISTRATION

\$128	If lodged up to two months prior to or on the date of commencement of trading.
\$28.75	Additional late fee if lodged after the date the business commences trading.
\$46.25	Commemorative Certificate.
\$4	Certificate lamination - optional (GST inclusive).

RENEWAL

\$103	If lodged prior to or on the date of expiry.
\$28.75	Additional late fee if lodged after but within two months of the date of expiry.
\$4	Certificate lamination - optional (GST inclusive).

CHANGE IN PARTICULARS

To advise a change of:

- place of business address
- address for service of proprietor
- proprietor's residential address
- nature of business
- proprietor's legal name

No fee	If lodged within 28 days of the date of change.
\$28.75	Late fee applies thereafter.

CHANGE IN PROPRIETORS

\$26.75	If lodged within 28 days of the date of change.
\$28.75	Additional late fee applies thereafter.
\$4	Certificate lamination - optional (GST inclusive).

CANCELLATION

No Fee

MINISTERIAL CONSENT

\$221	To apply for a business name, which contains a restricted word, a letter must be written outlining the reasons why you believe the Minister should approve the proposed name.
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BUSINESS NAME SEARCH FEES

Business Names extract	\$18.50	
Replacement certificate	\$18.50	\$4 Certificate lamination - optional (GST inclusive).
Inspection of a document	\$18.50	
Person/Corporation search	\$18.50	
Certified copy of a document	\$18.50	(and \$1 per page thereafter).