



Notice of Change in Proprietors 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 *Business Names Act 1996* on behalf of the Corporate Affairs Commission.

Change in Proprietors

You must lodge a 'Notice of Change in Proprietors of a Business Name' form within 28 days of any change.

Change of Business Name

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.

Proprietors

Complete this form if there are proprietors who are ceasing, continuing with different co-proprietors, or commencing.

Please ensure that each proprietor, whether ceasing, continuing or commencing, completes and signs this form. Incomplete forms will not be accepted.

If a proprietor cannot sign this form for any reason then please telephone **1300 138 918**.

Individual - Each individual proprietor must sign this form. If signing on behalf of an individual, a copy of an authorisation to sign on behalf of that individual must be attached.

Body Corporate (eg company, association or co-operative) - A director or a person authorised by the director must sign this form.

Association - If you are an association incorporated under the *Association Incorporations Act 1985*, the public officer must sign this form.

Statutory Body - The chairperson, executive officer or other authorised officer must sign this form.

Address Details - It is recommended that you check the business address details on our register before lodging this form. If the old proprietor's principal place of business was their residential address, the onus is on the new proprietor to ensure that business address details are changed accordingly. A 'Notice of Changes in Particulars of a Business Name' form will need to be completed if the business address details need to be changed. A 'PO BOX' is not acceptable. If the applicant lives in a country region, a section number, part number or lot number must be given.

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.

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3 Proprietor(s) Continuing

Please state the names of the proprietor(s) who are **continuing** to trade under the business name.

Proprietor

ACN/ABN (if a body corporate)

Declaration: I, the applicant (or the person authorised to sign on the behalf of the applicant) declare that the information I have provided is true and correct and the proprietor has not been convicted of an offence, within or outside this State, as prescribed by section 17 of the *Business Names Act 1996*. For further information visit our website www.ocba.sa.gov.au or phone **1300 138 918**.

Signature Date / /

Proprietor

ACN/ABN (if a body corporate)

Declaration: I, the applicant (or the person authorised to sign on the behalf of the applicant) declare that the information I have provided is true and correct and the proprietor has not been convicted of an offence, within or outside this State, as prescribed by section 17 of the *Business Names Act 1996*. For further information visit our website www.ocba.sa.gov.au or phone **1300 138 918**.

Signature Date / /

Proprietor

ACN/ABN (if a body corporate)

Declaration: I, the applicant (or the person authorised to sign on the behalf of the applicant) declare that the information I have provided is true and correct and the proprietor has not been convicted of an offence, within or outside this State, as prescribed by section 17 of the *Business Names Act 1996*. For further information visit our website www.ocba.sa.gov.au or phone **1300 138 918**.

Signature Date / /

Proprietor

ACN/ABN (if a body corporate)

Declaration: I, the applicant (or the person authorised to sign on the behalf of the applicant) declare that the information I have provided is true and correct and the proprietor has not been convicted of an offence, within or outside this State, as prescribed by section 17 of the *Business Names Act 1996*. For further information visit our website www.ocba.sa.gov.au or phone **1300 138 918**.

Signature Date / /

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4 Proprietor(s) Commencing (Body Corporate)

A body corporate is either a company, an association or a statutory body.

Name of Body Corporate

ACN/ABN (if a body corporate)

Date Commenced

Registered Office

Suburb

State

P/Code

Declaration: I, the applicant (or the person authorised to sign on the behalf of the applicant) declare that the information I have provided is true and correct and the proprietor has not been convicted of an offence, within or outside this State, as prescribed by section 17 of the *Business Names Act 1996*. For further information visit our website www.ocba.sa.gov.au or phone **1300 138 918**.

Signature

Date

Print Name

Name of Body Corporate

ACN/ABN (if a body corporate)

Date Commenced

Registered Office

Suburb

State

P/Code

Declaration: I, the applicant (or the person authorised to sign on the behalf of the applicant) declare that the information I have provided is true and correct and the proprietor has not been convicted of an offence, within or outside this State, as prescribed by section 17 of the *Business Names Act 1996*. For further information visit our website www.ocba.sa.gov.au or phone **1300 138 918**.

Signature

Date

Print Name

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Document Lodged By THIS SECTION **MUST** BE COMPLETED

Name
 Street
 Suburb
 State Postcode

Please indicate how you would like us to contact you if there are any problems with this form

Phone Fax
 Email

Business Name Certificate

Please post the Certificate to the address indicated below (tick on box only). If no box is ticked, the certificate will automatically be sent to the postal address of the business.

- Address of person lodging the application
- Principal place of business
- Postal address
- Other (please specify address)

Street
 Suburb
 State Postcode

CHANGE IN PROPRIETORS

Fee Calculator (see separate fee schedule)			
Yes	No	\$	
<input type="checkbox"/>	<input type="checkbox"/>	Change in Proprietor(s)	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Late Fee (applicable if form lodged 28 days after change)	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Extract (An extract is all information held on the register in respect to the business name.)	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Lamination of Certificate	<input type="text"/>
Total Cost			<input type="text"/>

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 Notice of 'Change in Proprietors 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 all proprietors?
- Has the **Authorisation for Payment by Credit Card** below been completed and signed?

Authorisation for Payment by Credit Card

<input type="checkbox"/> Bankcard	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Amex
Credit Card No.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Expiry Date		<input type="text"/>
Name on Card	<input type="text"/>		
Contact Phone No.	<input type="text"/>		

I hereby authorise the Commissioner for Consumer Affairs to draw on my credit card for the amount of \$

Registration No. (if applicable)

Cardholder's Signature



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).