



Change of Particulars of address of a Business Name

PERSONAL INFORMATION PROTECTION STATEMENT

Consumer Affairs and Fair Trading (CAFT) will collect personal information from you for the purpose of processing this application. You are required to provide this information by the *Business Names Act 1962*. Failure to provide this information may result in your application not being processed.

Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to other authorised organisations. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to CAFT. You may be charged a fee for this service.

NO NEW CERTIFICATE IS ISSUED AFTER THIS FORM IS PROCESSED

If you require a new certificate please complete and lodge the certificate request form.

Lodging Form

In Person:

Only at Service Tasmania outlets

By Mail

To the address below

Consumer Affairs & Fair Trading Business Affairs Branch

Postal Address:

GPO Box 1244
Hobart TAS 7001

Ausdoc Address:

DX 7
Hobart TAS 7001

Telephone:

03 6233 4523

Website:

www.consumer.tas.gov.au



NOTICE OF CHANGE IN PARTICULARS OF A BUSINESS NAME

INSTRUCTIONS FOR COMPLETING THIS FORM

CHANGE IN PARTICULARS

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

- principal place of business
- other places of business
- postal address
- nature of business
- proprietor's legal name
- proprietor's residential address

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.

1 Principal place of Business

Must be an address within Tasmania and cannot be a Post Office Box.

2 Postal Address

Can be either a Post Office Box or a Street Address anywhere in Australia.

3 Other places of Business

Must be addresses within Tasmania and cannot be a Post Office Box.

4 Nature of Business

Vague descriptions such as manufacturing, consulting, retail, trading are not accepted.

5 Change in Proprietors Address

A Post Office Box address cannot be accepted. Full address details are required. If the proprietor resides outside Tasmania a resident agent particulars form should be completed.

6 Change of Name of Proprietor

Should be completed if your name has legally changed by marriage or statutory declaration for change of name. If a Corporation has changed its registered name with the ASIC

COMPLETING AND PROCESSING

- USE BLOCK LETTERS
- All typewriting / handwriting should be clear and legible.
- If there is insufficient space, an attachment should be completed and marked Appendix A
- If you are unsure of the details on file we suggest you conduct an Extract search before completing this form. There is a fee payable to conduct an extract search.
- A new certificate is **not issued** after the change in proprietor/s form is processed. If you require a new certificate, please obtain and lodge a 'Certificate Request' form.
- Processing time is 3 to 5 working days from when the form is received.

LODGING PARTY

In the event of problems arising with this application, staff from the Business Affairs Branch will contact the person who is recorded as the lodging party.

LODGING THE FORM

This form should be forwarded to:

Business Affairs Branch
GPO Box 1244
Hobart TAS 7001
or
Business Affairs Branch
DX 7
Hobart TAS 700

You may lodge the form in person at any Service Tasmania Shop

Enquires in relation to this form telephone:
(03) 6233 2225

For further information visit our website at

www.consumer.tas.gov.au

CHANGE IN PARTICULARS



Notice of Change in Particulars of a Business Name

NO FEE

Business Names Act 1962 (Section 12 (1),(2),(3))

CHANGE IN PARTICULARS

<p>Business Name <input type="text"/></p> <p>Registration Number <input type="text"/></p> <p>1 Principal Place of Business</p> <p>Address (not a PO Box) <input type="text"/> <input type="text"/></p> <p>Signature Commencement Date <input type="text"/> <input type="text"/></p> <hr/> <p>2 Postal Address</p> <p>Address <input type="text"/> <input type="text"/></p> <p>Signature Commencement Date <input type="text"/> <input type="text"/></p> <hr/> <p>3 Other Places of Business Additions:</p> <p>Address (not a PO Box) <input type="text"/> <input type="text"/></p> <p>Signature Commencement Date <input type="text"/> <input type="text"/></p> <p>Address (not a PO Box) <input type="text"/> <input type="text"/></p> <p>Signature Commencement Date <input type="text"/> <input type="text"/></p> <p>Deletions:</p> <p>Address (not a PO Box) <input type="text"/> <input type="text"/></p> <p>Signature Ceasing Date <input type="text"/> <input type="text"/></p>	<p>Deletions continued</p> <p>Address (not a PO Box) <input type="text"/> <input type="text"/></p> <p>Signature Ceasing Date <input type="text"/> <input type="text"/></p> <hr/> <p>4 Nature of Business</p> <p><input type="text"/> <input type="text"/></p> <hr/> <p>5 Change in Proprietors Address</p> <p>Full Name or Corporation Name <input type="text"/></p> <p>Address (not a PO Box) <input type="text"/> <input type="text"/></p> <p>Date of Birth ACN (Corporation only) <input type="text"/> <input type="text"/></p> <p>Signature Date <input type="text"/> <input type="text"/></p> <hr/> <p>6 Change of Proprietors name</p> <p>Former Name: Full Name or Corporation Name <input type="text"/></p> <p>New Name: Full Name or Corporation Name <input type="text"/></p> <p>Date of Birth ACN (Corporation only) <input type="text"/> <input type="text"/></p> <p>Signature Ceasing Date <input type="text"/> <input type="text"/></p> <hr/> <p>Name of Person Lodging Form <input type="text"/></p> <p>Address: <input type="text"/> <input type="text"/></p> <p>Phone: Date: <input type="text"/> <input type="text"/></p>
--	---