



0105

# Ceasing Business under Business Name

Business Names Act 1962 Section 12(3)

No fee is required to cease a business name

For general enquiries, please call 1300 361 673

**This form must only be used when all business will cease under this business name.**

Do not complete this form if the business name is being taken over by other business owners. If the name is being taken over by other business owners, you will need to complete a 'Change of Business Details' form. These forms are available from Consumer Affairs Victoria by phoning 1300 361 673 or can be printed from [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

## Business details

Business registration number

Registered business name

Date business ceased

## Signature of owner or authorised person lodging this form

I certify that:

- on the date listed in this form, business ceased to be carried on in Victoria under the above registered business name by all persons in relation to whom the business name is registered.
- I am an owner, or a person other than a business owner who has written authorisation to sign on behalf of all owners, or a director or secretary authorised to sign on behalf of a corporation, or in the case of a deceased owner, his or her personal representative.
- The information given in this form is true and correct and I acknowledge that it is an offence under section 17 of the Business Names Act 1962 for a person to give false or misleading information.

Signature

Printed name

Date

Contact email address

Daytime telephone number

Address

## How to lodge this application

**Send by post to:**

Consumer Affairs Victoria  
GPO Box 4567, Melbourne 3001  
(please use a large envelope and fold this form as little as possible)

**Fax to:** (03) 9627 6210

**Deliver in person to:**

Consumer Affairs Victoria  
2nd floor, 452 Flinders Street, Melbourne  
Counter area is open 8.30am–4.30pm  
Monday to Friday

**Privacy** – CAV is committed to responsible and fair handling of your personal information, consistent with the laws we administer and the *Information Privacy Act 2000*. The information marked with a 'P' within a circle on this form will be placed on the public register in accordance with the *Business Names Act 1962*. We may be unable to process this form if you do not provide the required information. You can contact us at any time to request access to the personal information we hold about you. In exceptional circumstances, you may apply to have public access to your personal information restricted. Our privacy statement, and other privacy information is available at [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) or on request.

BN Form 5 (1/11/03)



Office use only (date lodged)

Initials

