Why do I need to register a business name?
If you intend carrying on a business in Western Australia under a name other than your own or your company’s name, you must register the business name. It’s a requirement under the Business Names Act 1962.

What is meant by “my own name”?
If you trade using only your name, you don’t need to register a business name. However, if you trade using any other name, or with an addition to your name (e.g., “Bill Bloggs Lawnmowing”), you do need to register that business name.

How to fill in this form
If you don’t fill in this form correctly, you may not be issued with the business name you want. Before answering each question, read the instructions for that question (see overleaf). When you’ve finished, you can either mail this form in with the correct fee, or lodge it over the counter. The application cannot be accepted by fax.

How much will it cost?
It costs $90.00 to register a business name. If you’d like your new certificate laminated, this will cost a further $3.00. Extracts from the business names database cost $5.00. (You might need this as banks often ask for an extract when you open an account.) Payments can be made out to: Department of Commerce.

What happens to my application?
If you fill in the form correctly and the business name is available, the department will send your business name certificate to your Address for Service of Notices. Proposed business names might be rejected if they are too similar to existing names or could be confused with Government agencies or activities.

If the application is rejected, you will be advised by mail. This application form gives you the option of three alternative names, in case the first one is rejected. If none of the names are accepted you can withdraw the application, in which case the monies (minus a $10.00 search fee), will be refunded, but this must be done in writing. (Note: there is no refund on the cancellation of a registered business name).

Can I alter my existing business name?
This can’t be done under the Act. In these circumstances you would need to cancel the existing registered name and apply for a new one, at the normal cost.

IMPORTANT
Your proposed business name may infringe a registered trademark now or in the future. As a result there may be legal ramifications. Please contact IP Australia on 1300 65 10 10 for more information and assistance with a trademark search. More information can be found on IP Australia’s website at www.ipaustralia.gov.au.

Secondly, the registration of your proposed business does not provide you with ownership of any word or phrase used in the name. The Act primarily exists to ensure identification of proprietors and only protects you from another entity trading under your business name as registered. Other business names may contain same or similar words that are in your business name. Protection of your name may be achieved through the registration of a trademark.

We recommend you don’t spend money associated with a business name (e.g., buy stationery or signage) until the name is registered and you have received the certificate. It may be that the name is unavailable.

Renewing a business name
Business names must be renewed every three years. We will send you a renewal form, but it is your responsibility to renew the name.

What if details change later?
You must let us know within one month of any changes to information that you provided in your application. Contact the business names office for a form or more information. Fees apply to late changes of details lodged more than one month from the date of change.

For further information on your obligations as a proprietor of a business name visit our web site www.commerce.wa.gov.au/businessnames
ITEM 1 - Business Name  
The name applied for should not be:-  
(a) a name which is capable of being confused with or mistaken for the name of a company  
or a business name already registered, or  
(b) a name which is misleading or otherwise undesirable. For instance, words like “Pty Ltd”,  
“Incorporation”, “Trust” and “Association” are considered to be misleading in a business name  
and will not be approved.

ITEM 2 - Alternative Business Names  
You may list a further three options of names you would like to be considered for registration  
if your first choice of name is not available. Consideration will be given to the order of  
preference you list the alternative names in. The first available name will be registered.

ITEM 3 - Existing Business Name  
If this application is for a name to replace an existing registered business name, which is to  
be cancelled, you must show the existing name here. You must also complete a Notice of  
Cessation of Business (Form 5) and lodge it with this application. Forms are available from  
the department or by downloading one from our website at www.commerce.wa.gov.au/  
businessnames

ITEM 4 - Nature of Business  
State the type of business you intend carrying on. Vague descriptions such as “trading”,  
“manufacturing” or “retailing” will not be accepted.

ITEM 5 - Address(es) in WA where business is to be carried on  
Please indicate all places where business will be carried on at in Western Australia.  
Postal addresses (such as Post Office Boxes) will not be accepted as a business address.

ITEM 6 - Address in W.A. for Service of Notices  
Each business name registration must nominate an address at which Notices issued under  
the Act may be served. This address is where all official correspondence from the department  
will be sent to, including renewal notices. This may be a postal address.

ITEM 7 - Commencement date of business.  
This is the date on which you will start carrying on business under this business name.  
A business name cannot be registered more than two months prior to the date of  
commencement indicated on the application.

ITEM 8 - Details of individuals who will carry on the business.  
Please state the full name and address of any individual(s) who will carry on business under  
this business name.  
If a proposed individual is under the age of 18 years, their date of birth MUST be provided.  
Any individual that has been convicted of an offence as stated, within the last 5 years, or  
within the last five years after release from that imprisonment, must seek approval from the  
District Court prior to being a proprietor of a business. You should seek further advice from  
the department on 1300 30 40 14.  
All proposed individuals MUST sign this form.

ITEM 9 - Details of corporations who will carry on the business.  
Please state the full corporation name, Australian Company Number and registered office  
address in Australia of any corporation who will carry on business under this business name.  
Before a corporation can carry on business in Australia, the corporation must be incorporated  
or registered in Australia.  
If the applicant is a body corporate or incorporated under an Act other than Australian  
Corporations Legislation, then the title of the Act under which it is incorporated must be  
shown.  
A Director or Secretary of each and every proposed corporation proprietor must sign this  
application.

ITEM 10 - Details of persons who may be contacted about this application.  
Please list the name and contact details of a person who may be contacted by the department  
if further information is needed.
**Application for Registration of a Business Name**

*Business Names Act 1962 s. 7 Business Names Regulations 1962*

**FEE:** $90.00*

*Computer extract of registered particulars $5*  
Note: Often required by banks when opening an account  
*GST free

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### DETAILS OF THE BUSINESS

1. **BUSINESS NAME TO BE REGISTERED**

2. **ALTERNATIVE NAMES** (if above name not available)
   - 2nd preference:
   - 3rd preference:
   - 4th preference:

3. **EXISTING BUSINESS NAME** (if any)

   [If existing business name is to be cancelled, complete Form 5]

4. **NATURE OF BUSINESS** (be concise)

5. **ADDRESS(ES) IN WA WHERE BUSINESS IS OR IS PROPOSED TO BE CARRIED ON**
   - Principal place of business:
   - Other place:
   - Other place:

6. **ADDRESS IN WA FOR SERVICE OF NOTICES UNDER THE ACT**
   (postal address acceptable)  
   Must be completed

7. **COMMENCEMENT DATE OF BUSINESS**

   / / 

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*(PLEASE COMPLETE THE REVERSE OF THIS FORM)*
8. APPLICANTS WHO ARE INDIVIDUALS

Surname: Given names: Residential address: (not P.O. Box No.)
Signature
Date of birth: / /

Surname: Given names: Residential address: (not P.O. Box No.)
Signature
Date of birth: / /

Surname: Given names: Residential address: (not P.O. Box No.)
Signature
Date of birth: / /

Surname: Given names: Residential address: (not P.O. Box No.)
Signature
Date of birth: / /

Have any of the above persons been convicted in WA or elsewhere -
• on indictment of an offence in connection with the promotion, formation or management of a corporation;
• of an offence involving fraud or dishonesty punishable on conviction with imprisonment for 3 months or more; or
• of any other offence relating to the management or administration of a corporation or the purchase or selling of shares in a corporation?

☐ Yes  ☐ No  Please Tick ☑
If yes you must contact the Department on 1300 30 40 14 before you lodge this form.

9. APPLICANTS WHO ARE CORPORATIONS

Corporation name: ACN:
Registered office: (not P.O. Box No.) Postcode:

Officer’s full name: Position:
Officer’s signature: Date: / /

Corporation name: ACN:
Registered office: (not P.O. Box No.) Postcode:

Officer’s full name: Position:
Officer’s signature: Date: / /