



Change of registration details

Use this form to change the following registration details for the entity:

- entity name or trading name
postal, email or business address
authorised contact person
associates
main business activity, or
financial institution account details.



Before completing this form

This form can only be completed by a person who is recorded by the Tax Office as being authorised to make changes or update registration details on behalf of the entity.

When completing the form

- Initial the form where directed.
Print clearly, using a black pen only.
Use BLOCK LETTERS and print one character in each box, and
Place X in all relevant boxes.

This will ensure that the entity's details are recorded correctly.

After completing the form

- Sign the declaration.
Keep a copy for your records.
Mail your completed form to an address shown on the last page of this form.

Other ways you can change your registration details

- Phone 13 28 66 between 8.00am and 6.00pm, Monday to Friday. You must be recorded by the Tax Office as being an authorised contact for the entity.
Visit www.ato.gov.au/onlineservices to update information online. The entity must be registered for the Tax Office's online services.

- If you need help completing this form you can:
phone 13 28 66 between 8.00am and 6.00pm, Monday to Friday, or
visit www.ato.gov.au

How long did you take to complete this form?

The government is trying to reduce red tape for small business and streamline your dealings with us. Please tell us at the end of this form how long it took to complete this form, including any time you spent obtaining information.

Section A: Entity information This section is compulsory

Entity refers to the sole trader, partnership, company, trust, superannuation fund or other type of organisation that is changing its registration details.

1 What is the entity's Australian business number (ABN)? [Grid of 11 boxes]

2 If the entity has a GST or PAYG branch and these changes relate to it, provide the branch number. [Grid of 3 boxes]

3 What is the ENTITY'S NAME as it appears on the Australian Business Register?

[Large grid of boxes for entering the entity's name]

4 From WHAT DATE do you want the changes to take effect? [Grid for Day, Month, Year]

Section D: Do you want to update the entity's ADDRESS DETAILS?

No Go to section E Yes Complete this section

8 Where is the entity's NEW main business location or address?

This must be a street address, for example, 123 Smith St.
 This must not be a post office box number or other delivery point address.
 This can be a home address if the entity operates a home-based business.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb/town/locality		State/Territory	Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/>
Country if outside Australia		Leave blank if outside Australia	
<input type="text"/>			

9 What is the entity's NEW POSTAL address?

This is the address where government departments and agencies will send notices and correspondence.

As above If the entity's new postal address is the same as the new main business address, cross this box.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb/town/locality		State/Territory	Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/>
Country if outside Australia		Leave blank if outside Australia	
<input type="text"/>			

10 What is the entity's NEW EMAIL address?

Please use BLOCK LETTERS and print one character in each box, including full stops. Provide only ONE email address.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Section F: Do you want to update the entity's ASSOCIATE DETAILS?

No Go to section G

Yes Complete this section

Tax file number disclosure

You are not required by law to quote a tax file number, but not quoting it increases the risk of administrative error and may delay this change. If we cannot identify an associate from the information you provide, you may be contacted for more information.

If an individual who is a public officer, director, office bearer, partner or trustee chooses not to disclose their tax file number, they must enclose their residential address with this form. Similarly, if an entity other than an individual chooses not to disclose its tax file number, it must enclose its business address, the date it commenced, registered or became incorporated and, if applicable, its ACN or ARBN with this form.

16 Do you want to ADD a new associate?

You can have multiple trustees, directors and office bearers, but only one public officer.

No Go to section G

Yes Provide the new associate's details

Position held:

Trustee If the trustee is a company, go to question 17. If the trustee is not a company, provide their details below.

Public officer

Director

Partner

Office bearer of a club/association

Provide their details below.

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

Tax file number (refer to **Tax file number disclosure**)

Day

Month

Year

Date of birth: / /

Sex: Male Female

17 Is the new associate a trustee company?

No Go to question 18

Yes Provide the company details

Company name

ABN

ACN/ARBN

18 Do you want to ADD MORE than one associate?

No Go to section G

Yes Provide details of the additional associates on a separate sheet of paper.

Section I: Declaration – Must be completed by an individual authorised by the entity

Before you sign this form

Please check that you have provided complete and accurate information.

Penalties

Please be aware that penalties may be imposed for giving false or misleading information.

Privacy

The collection of information on this form is authorised by taxation laws for the administration of those laws. Some of the information collected will be used to update your details on the Australian Business Register (ABR). Selected information may be made publicly available and some may be passed to other government agencies, including Commonwealth, State, Territory and local agencies, authorised by law to receive it.

You can find details of the government agencies regularly receiving information from the Australian Business Register at www.abr.gov.au. You can also phone us on **13 28 66** between, 8.00am and 6.00pm, Monday to Friday and have a list of agencies sent to you.

I declare that I am authorised to make this application on behalf of the entity whose Australian business number appears on this form, and that the information given on this form is accurate and complete.

Signature

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Name of signatory

Position held (eg, director, tax agent, trustee or partner)

Time taken to complete this form

We estimate this application should take you 20 minutes to complete. minutes
If it took more or less, please provide the time taken here.

How to lodge this form

Keep a copy of this form for your own records and return the original to:

Australian Taxation Office, Registrations

at one of the following addresses:

VIC/SA/WA/TAS PO Box 3373 ALBURY NSW 2640
NSW/QLD/NT/ACT PO Box 3373 PENRITH NSW 2740