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 ☑ 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.

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)?

2 If the entity has a GST or PAYG branch and these changes relate to it, provide the branch number.

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

4 From WHAT DATE do you want the changes to take effect? Day / Month / Year
Section B: **Do you want to change the entity’s NAME?**

The entity’s name is the name that appears on all official documents or legal papers. It may be different from the name that the entity trades under.

You may be contacted to provide documentary evidence of a name change. Entities may provide evidence such as a change of name certificate from the Australian Securities and Investments Commission. Individuals or sole traders may provide evidence such as a certificate of marriage from the Registry of Births, Deaths and Marriages.

5. **What is the entity’s NEW NAME?**

   [ ] No → Go to section C  
   [ ] Yes → Complete this section

Section C: **Do you want to update the entity’s TRADING NAME?**

The entity’s trading name is the name that it trades under, or is known as by suppliers or customers. It may be the name that is used in advertising and on business cards.

6. **Do you want to ADD a trading name?**

   [ ] No → Go to question 7  
   [ ] Yes → What trading name do you want to add?

7. **Do you want to REMOVE a trading name?**

   [ ] No → Go to section D  
   [ ] Yes → What trading name do you want to remove?

If you want to add more than one trading name, please provide the details on a separate sheet of paper.

If you want to remove more than one trading name, please provide the details on a separate sheet of paper.
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.

Suburb/town/locality

Country if outside Australia

State/Territory

Postcode

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.

Suburb/town/locality

Country if outside Australia

State/Territory

Postcode

Leave blank if outside Australia

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.


Section E: Do you want to update the entity’s CONTACT PERSON?

No □ Go to section F  Yes □ Complete this section

11 Who is the NEW authorised contact person for the entity?
Provide details of a person who is authorised to make changes or update information on behalf of the entity, eg tax agent.
Title: Mr □ Mrs □ Miss □ Ms □ Other □
Family name
Preferred name
Position held
Business hours phone number (a contact number MUST be provided)
Mobile phone number
After hours phone number
Fax number
Preferred language, if other than English.

12 Indicate WHICH MATTERS the new contact person has been authorised to deal with on behalf of the entity.
(Place □ in all the boxes that apply)
ABN □ GST □ PAYG withholding □ Income tax □
Luxury car tax □ Fringe Benefits Tax □ Wine equalisation tax □ Energy grants credits scheme □

13 Do you want to ADD MORE than one authorised contact person?
No □ Go to question 14  Yes □ Provide details of the additional contact people and the matters they are authorised to deal with on a separate sheet of paper.

14 Do you want to REMOVE an authorised contact person?
No □ Go to section F  Yes □ Provide details of the person to be removed as an authorised contact.
Title: Mr □ Mrs □ Miss □ Ms □ Other □
Family name
Preferred name

15 Do you want to REMOVE MORE than one authorised contact person?
No □ Go to section F  Yes □ Provide details of the authorised contact people you want to remove on a separate sheet of paper.
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

Title:  Mr  Mrs  Miss  Ms  Other
Family name
First given name
Other given name
Tax file number (refer to Tax file number disclosure)
Date of birth:  Day  Month  Year
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 H: Do you want to update the entity’s financial institution account details for Tax Office refunds?

No ☐ Go to section I  Yes ☐ Complete this section

21 What are the entity's financial institution account details for Tax Office refunds?

Refunds will only be paid directly into a recognised financial institution account located in Australia. The account details provided must be held by the entity (solely or jointly) or the entity's registered tax agent or a legal practitioner acting as trustee or executor for the entity.

BSB code (please include all 6 numbers) ☐

Account number ☐

Full account name ☐

Is the account held by:

the entity ☐

the entity jointly with others ☐

da tax agent for the entity ☐
a legal practitioner as trustee or executor for the entity ☐

If the account you wish to nominate for refunds is not one of the four complying account options presented above, you can request the Commissioner of Taxation to exercise his discretion to pay electronic funds into the account of a third party. For more information phone 13 28 66 between 8.00am and 6.00pm, Monday to Friday.
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

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. 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