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
- financial institution account details.

⚠️ We will only change your registration details if you are recorded with us as being authorised to update details on behalf of the entity.

Do not use this form if you represent a superannuation fund. You need Change of details for superannuation entities (NAT 3036). Visit www.ato.gov.au to obtain a copy.

OTHER WAYS OF CHANGING YOUR REGISTRATION DETAILS
If you are registered to deal with us electronically, you can go online using the:
- Australian Business Register at www.abr.gov.au
- business and tax agent portals at www.ato.gov.au

You can:
- phone 13 28 66 between 8.00am and 6.00pm, Monday to Friday
- use your tax agent.

INSTRUCTIONS FOR COMPLETING THIS FORM
- Print clearly using a black or dark blue pen.
- Use BLOCK LETTERS and print one character per box.
- Place X in all applicable boxes.
- Do not use whiteout or covering stickers.

AFTER COMPLETING THE FORM
- Check you have signed and dated the declaration.
- Make a copy for your records.
- Mail your completed form to the address shown on the last page of this form.

MORE INFORMATION
If you need help completing this form or for more information about updating your details, phone 13 28 66 between 8.00am and 6.00pm, Monday to Friday.

For general information visit www.ato.gov.au

Section A: Entity information – this section is compulsory.

When the term ‘entity’ is used on this form, it refers to the sole trader, partnership, company, trust or other type of organisation that is changing its registration details.

1 What is the entity’s Australian business number (ABN) or withholding payer number?

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

This number can be found at the top right of your activity statement or your notification of registration. For example, ABN 12 345 678 901 004.

3 What is the entity’s legal name as it appears on the Australian Business Register?

Day Month Year

4 From what date do you want the changes to take effect?
Section B: Do you want to change the entity’s name?

No □ Go to section C. Yes □ Complete this section.

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?

Section C: Do you want to update the entity’s trading name?

No □ Go to section D. Yes □ Complete this section.

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. Most businesses will need to register their business or trading name. Visit www.business.gov.au for more information.

If you want to change your existing trading name, provide the new trading name at question 6 and the old trading name at question 7.

6 Do you want to add a trading name?

No □ Yes □ What trading name do you want to add?

Provide details of the additional trading names on a separate sheet of paper and include with this form. Ensure that any additional pages include the ABN and name of the entity (as provided at section A).

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 remove more than one trading name, provide details on a separate sheet of paper and include with this form. Ensure that any additional pages include the ABN and name of the entity (as provided at section A).
### Section D: Do you want to update the entity’s address details?

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Go to section E.</td>
<td>Complete this section.</td>
</tr>
</tbody>
</table>

#### 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, roadside mail bag, roadside delivery or other delivery point address. This can be a home address if the entity operates a home-based business.

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<thead>
<tr>
<th>Suburb/town/locality</th>
<th>State/territory</th>
<th>Postal code</th>
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<tr>
<th>Country if not Australia</th>
<th>Leave blank if not Australia</th>
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#### 9 What is the entity’s new postal address for service of notices and correspondence?
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.

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<thead>
<tr>
<th>Suburb/town/locality</th>
<th>State/territory</th>
<th>Postal code</th>
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#### 10 What is the entity’s new email address for service of notices and correspondence?
This is the address where government departments and agencies may send notices and correspondence. Use BLOCK LETTERS and print one character per box. Provide only one email address.

<p>| | | |</p>
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|                          |                          |                          |
|                          |                          |                          |
Section E: **Do you want to update the entity’s contact person?**

**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. For example, ‘MARY Q CITIZEN, CHIEF FINANCIAL OFFICER’.

- **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. We may not be able to speak to the contact person in their preferred language:**

**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
- [ ] Fuel tax credits
- [ ] PAYG withholding
- [ ] Income tax
- [ ] Luxury car tax
- [ ] Fringe benefits tax
- [ ] Wine equalisation tax

**13 Do you want to add more than one authorised contact person?**

- **No** [ ] Go to section F.  
- **Yes** [ ] Complete this section.

Your entity representative must sign the declaration at section I. For example, the public officer of a company. For more information about entity representatives and authorised contacts, visit [www.ato.gov.au](http://www.ato.gov.au).

**14 Do you want to remove an authorised contact person?**

- **No** [ ] Go to section F.  
- **Yes** [ ] Provide details of the authorised contact to be removed.

**15 Do you want to remove more than one authorised contact person?**

- **No** [ ] Go to section F.  
- **Yes** [ ] Provide these details on a separate sheet of paper:
  - title each page with “Remove authorised contacts”
  - the ABN and legal name of the entity
  - all information we request at question 14.
Section F: Do you want to update the entity’s associate details?

No ☐ Go to section G. Yes ☐ Complete this section.

Currently, you cannot use this form to ‘remove’ an associate. Instead, you will need to phone us. See page 1 for information about phoning us.

Tax file number (TFN) disclosure
We are authorised by the Taxation Administration Act 1953 to ask you to provide tax file numbers on this form. You are not required by law to quote a TFN, 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 TFN, they must enclose their residential address with this form. Similarly, if an entity other than an individual chooses not to disclose its TFN, it must enclose its business address, the date it commenced, registered or became incorporated and, if applicable, its ACN or ARBN with this form.

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 ☐ Public officer ☐
Director ☐ Partner ☐
Office bearer of a club/association ☐

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

Family name
First given name
Other given names
TFN (refer to the above disclosure)

Date of birth: Day □ Month □ Year □
Sex: Male ☐ Female ☐

Is the new associate a trustee company?
No ☐ Yes ☐ Provide the trustee company details.

Trustee company name
ABN
ACN/ARBN

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. Ensure that any additional pages include the ABN and name of the entity (as provided at section A).
Section G: Do you want to update the entity’s business activity details?

No ☐ Go to section H. Yes ☐ Complete this section.

19 What is the new main industry that the entity operates in? (Place X in one box only.)

- Agriculture
- Forestry
- Fishing (including aquaculture)
- Mining
- Manufacturing
- Electricity, gas, water and waste
- Construction
- Wholesale trade
- Retail trade
- Accommodation and food services
- Transport, postal and warehousing
- Information media and telecommunications
- Financial and insurance services
- Rental, hiring and real estate services
- Professional, scientific and technical services
- Administrative and support services
- Public administration and safety
- Education and training
- Health care and social assistance
- Arts and recreation services
- Other services

Section H: Do you want to update the entity’s financial institution account details?

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)
- the entity's registered tax agent
- a legal practitioner acting as trustee or executor for the entity.

⚠️ If you do not provide these details we cannot refund money owed.

BSB code (must be 6 digits)

Account number

Full account name – for example, JQ Citizen. Do not show the account type, such as cheque, savings, mortgage offset.

Is the account held by:
- the entity
- the entity jointly with others
- a 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

Only a person currently on our records as having authority to update registration details on behalf of the entity can sign this declaration.

22 Who is the authorised person signing this declaration? (Complete all of the fields below.)

Full name of signatory

Position held (for example, director, tax agent, trustee or partner)

Business hours phone number

Before you sign this form

Make sure you have answered all the relevant questions correctly and read the privacy statement below before you sign and date this page. An incomplete form may delay processing and we may ask you to complete a new application.

Penalties may be imposed for giving false or misleading information.

I declare that:

- I am authorised to complete this application on behalf of the entity whose ABN appears on this form
- The information given on this form is true and correct.

Signature

You MUST SIGN here

Day Month Year

Privacy

We are authorised by taxation laws, including the A New Tax System (Australian Business Number) Act 1999 to collect the information requested on this form. Some of the information collected will be used to update the entity’s 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 a list of these agencies at www.abr.gov.au or you can phone us on 13 28 66 between 8.00am and 6.00pm, Monday to Friday and have a list of agencies sent to you.

Lodging this form

Make a copy of this application for your own records before you send it to:

Australian Taxation Office
PO Box 3373
PENRITH NSW 2740