

## Statement of change in certain particulars

BN.....

*Business Names Act 1962*

This form is effective from 1 July 2011

**OFFICE USE ONLY**

Date received

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**Fees:**

There is no lodgement fee on this form. However a late lodgement fee is payable on any changes that have occurred **more than one month** prior to the date the form is lodged, except for only a change in postal address, residential address, nature of business and email address.

**No GST payable**

Fees may be altered at any time by regulation.

**Payment**

Call **13 QGOV** (13 74 68) to ascertain what late fee will be payable. An invoice will be issued if no late fee or insufficient late fees are remitted.

A receipt will not be issued unless specifically requested.

**Instructions**

Please complete in BLOCK letters. Attach extra pages if needed. All references to dates should be in DD/MM/YYYY.

Please make sure you complete and sign all relevant sections or you will delay processing of your changes. It is an offence to make false statements in a business name form.

**Please note**

Complete Business Names Act Form 5 if the business name is no longer required. You must fill out this statement for:

**1. Changes in business details** including changes to the:

- postal address and/or address of principal place of the business and/or other places where business is carried on under the business name in Queensland and/or email address
- residential address of any individual carrying on business under the business name
- registered office or address of a corporation (other than a corporation registered under the *Corporations Act*) carrying on business under the business name
- nature of the business.

Australian Securities and Investments Commission (ASIC) advises changes to the registered office address of a company.

**2. Changes in proprietorship (owners)** including if new persons (individuals or corporations) are commencing business under a registered business name and/or persons (individuals or corporations) are ceasing business but business is continuing under the business name.

**3. Changes in the name** of any individual carrying on business under the business name (e.g. by marriage or legal process) or the name of a corporation other than a corporation registered under the *Corporations Act* as ASIC advises the office of company name changes.

**Warning**

Please ensure required signatures are included.

**Proof of ID**—Individuals who are new proprietors of a registered business name must provide **certified proof of identification** with this statement (refer to Part 2.5).

**Privacy statement—please read**

The Office of Fair Trading is collecting information, including personal information, on this form as required by the *Business Names Act 1962*. The department usually passes some of this information on to other state or Commonwealth agencies when requested. In accordance with the Act, the business names register, which comprises computer-searchable electronic data and paper documents lodged, is available for inspection by the public for a fee.

**Lodging party name and address**

Correspondence regarding this form will be sent to the lodging party.

Name .....

Address .....

Suburb ..... State  Postcode

Phone ( ) ..... Fax ( ) .....

**Business details**

Business name .....

Registration number (BN)  (Not Australian Business Number.)

**Part 1—Change in business details**

**1.1 Change of postal address (no late fee)**

Insert post office box or, office, floor, building name, street number and name, suburb/town.

New address .....

Suburb ..... State  Postcode

Date of change  /  /   
D D M M Y Y Y Y

## Part 1—Change in business details

### 1.2 Change of principal place of business

**Note:** must be a Queensland address. A post office box address is not acceptable.

**This change requires at least one proprietor to sign. Refer to Part 4—Signatures.**

Shop/office number ..... Floor ..... Building name .....

Street number and name .....

Suburb ..... State  Postcode

Date of change  /  /   
D D M M Y Y Y Y

### 1.3 Change of email address (no late fee)

**New email** .....

### 1.4 Change in other places of business

Insert street number and name, suburb/town.

These addresses must be in Queensland.

A post office box address is not acceptable.

**This change requires at least one proprietor to sign. Refer to Part 4—Signatures.**

**Ceased address** .....

Suburb ..... State  Postcode

Date ceased  /  /   
D D M M Y Y Y Y

**New address** .....

Suburb ..... State  Postcode

Date commenced  /  /   
D D M M Y Y Y Y

### 1.5 Change in individual proprietor's residential address (no late fee)

Insert street number and name, suburb/town. A post office box address is not acceptable.

Name of individual .....

Street number and name .....

Suburb ..... State  Postcode

Date of change  /  /   
D D M M Y Y Y Y

This does not apply to change of registered office of a company or residential address of company directors.

### 1.6 Change in nature of business (no late fee)

Insert a concise description of the nature of business.

New nature of business .....

.....

### 1.7 Change in registered office for corporation not registered under the Corporations Act

Insert office, floor, building name, street number and name, suburb/city.

Name of corporation .....

New address .....

Suburb ..... State  Postcode

Date of change  /  /   
D D M M Y Y Y Y

**This change requires at least one proprietor to sign. Refer to Part 4—Signatures.**

## Part 2—Change in proprietorship

### 2.1 Ceasing to carry on business

This section must be completed by the proprietor(s) ceasing business under this business name.

(If all current proprietor(s) are ceasing and no other person(s) are commencing, use Form 5.)

Insert full name of each individual/corporation ceasing to carry on business under this business name and the date of cessation.

(i) Name .....

Date ceased  /  /   
D D M M Y Y Y Y

(ii) Name .....

Date ceased  /  /   
D D M M Y Y Y Y

**Each individual/corporation shown here must sign in Part 4—Signatures.**

## Part 2—Change in proprietorship continued

### 2.2 Continuing to carry on business

Insert full name of each individual/corporation continuing to carry on business under this business name.

(i) Full name .....  
 (ii) Full name .....

**Each individual/corporation shown here must sign in Part 4—Signatures.**

### 2.3 Individuals commencing to carry on business

Insert full name (initials will not be accepted), residential address, date and place of birth and the date on which each individual commenced to carry on business under this business name.

**Certified proof of ID must be submitted. (See Part 2.5 below).**

The name of an individual entered here should be the same as the name on that person's proof of identity document.

**Each individual shown here must sign in Part 4—Signatures.**

**Note:** this statement cannot be processed until appropriate proof of identity is provided.

(i) Full name .....

Date commenced   /   /      
D D M M Y Y Y Y

Residential address (not a PO Box) .....

Suburb ..... State    Postcode

Date of birth   /   /      
D D M M Y Y Y Y

Place of birth ..... (town and state or town and overseas country)

I have attached appropriate **certified proof of identity** documents.

(ii) Full name .....

Date commenced   /   /      
D D M M Y Y Y Y

Residential address (not a PO Box) .....

Suburb ..... State    Postcode

Date of birth   /   /      
D D M M Y Y Y Y

Place of birth ..... (town and state or town and overseas country)

I have attached appropriate **certified proof of identity** documents.

### 2.4 Corporations commencing to carry on business

Insert full name, details of the registered office, Australian Company Number (A.C.N.) and the date on which each corporation commenced to carry on business under this business name. If no A.C.N., please advise the title of the Act under which the corporation is incorporated.

Corporation/company name .....

Australian Company Number (ACN)

Address of registered office .....

Suburb ..... State    Postcode

Date commenced   /   /      
D D M M Y Y Y Y

**The corporation shown here must sign in Part 4—Signatures.**

### 2.5 Proof of ID

Certified copies (by a Commissioner for Declarations, Justice of the Peace or a lawyer) are acceptable for all proof of ID documents. Original documents should not be submitted through the mail. If the proprietor attends in person the department may take a copy of an original. However, if there are multiple proprietors and only one proprietor attends in person, the proprietor must have certified copies of other proprietors' proof of identification.

For contact details on locally listed Justices of the Peace, visit [www.justice.qld.gov.au](http://www.justice.qld.gov.au)

Individuals shown in Part 2.3 must provide **certified proof of identification** with this statement. ID must be in the form of **one** of the following:

- a current passport
- an Australian citizen certificate
- a current Australian or New Zealand driver's licence
- a current Australian tertiary student identity card (including photo and signature)
- a current Commonwealth or State public service identity card
- a current Australian pension concession card
- a current card 18+
- a birth certificate or extract from a birth entry.

**Note: it is an offence to supply false or misleading information.**

The **certified proof of identification** document must show the current name of the individual. If not, a certified copy of the document evidencing the change of name (e.g. marriage certificate) must also be submitted with this statement.

## Part 3—Proprietor name change

### 3.1 Name change of proprietor

(Do not use for change in proprietorship or business name.)

Insert details where the name of an individual or corporation carrying on business has changed and the date of change.

Former name .....

New name .....

Date of change   /   /      
D D M M Y Y Y Y

**The individual/corporation shown here must sign in Part 4—Signatures.**

For individuals, a certified copy of the documentation evidencing the change of name (e.g. marriage certificate) must be submitted with this statement.

## Part 4—Signatures

### Signatures

**This section must be completed.**

A signature from only one proprietor is required if changes have been made to business details only (Part 1 of this form).

For changes in proprietorship (Part 2) a signature is required from each person ceasing, continuing and commencing to carry on the business.

For changes in the proprietor's name (Part 3) the signature of the individual or of a director or secretary of the corporation whose name has changed is required.

For corporations the signatory must be a director or secretary (or equivalent) only.

**Photocopy this page if more than two individuals or two corporations.**

**HAVE ALL RELEVANT PERSONS SIGNED?**

**In signing this, I hereby declare that the information is true and correct in every detail.**

#### Individuals

(i) Full name (please print) .....

Signature..... Date signed   /   /      
D D M M Y Y Y Y

#### Individuals

(ii) Full name (please print) .....

Signature..... Date signed   /   /      
D D M M Y Y Y Y

#### Corporations

(i) Corporation/company name .....

Full name of signatory .....

Position of signatory in corporation/company  Director  Company secretary

Specify equivalent position if not a company .....

Signature..... Date signed   /   /      
D D M M Y Y Y Y

#### Corporations

(ii) Corporation/company name .....

Full name of signatory .....

Position of signatory in corporation/company  Director  Company secretary

Specify equivalent position if not a company .....

Signature..... Date signed   /   /      
D D M M Y Y Y Y

### Lodgement details

Please lodge the completed application, any supporting documentation and fees to the Office of Fair Trading at the address below, or at one of our regional offices.

#### By mail:

Registration Services  
 Office of Fair Trading  
 GPO Box 3111  
 Brisbane QLD 4001.

Visit [www.fairtrading.qld.gov.au](http://www.fairtrading.qld.gov.au) or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office.