

# Change details of other business name representatives

Use this paper transaction to add, remove and update details of a notified successor, legal personal representative, debtor representative, nominated manager for a debtor representative or principal contact. Use 'Change details of business name holder organisation representatives' for organisation representatives.

The information you provide in this transaction will become part of the Australian business names register. Birth details, residential addresses, email addresses and some details about why some representatives are appointed won't be available publicly. All the other information will be available on the public register.

Please print neatly in BLOCK LETTERS with a black or blue ballpoint pen. Place a  in appropriate boxes as required. If you need more space in any section, use copies of the relevant page(s) and submit as part of this lodgement.

## Lodgement

Send completed and signed paper transactions to:  
Australian Securities & Investments Commission  
PO Box 4000, Gippsland Mail Centre VIC 3841

## For more information

Web [www.asic.gov.au](http://www.asic.gov.au)  
Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)  
Telephone 1300 300 630

## 1 Lodgement details

### Who should we contact if there is a query about this paper transaction?

Firm/organisation

Contact name and role

Phone (business hours)

### Contact addresses Provide an email address and/or an Australian postal address

Email address

Postal address

Suburb/City

State/Territory

Postcode

## 2 Business name

Business name

ABN(s) of business name holder (if applicable)

  
  

or  Carries on business exclusively on Christmas Island or the Cocos (Keeling) Islands and does not have an ABN

or  
Previous state or territory business registration number (if applicable)

Previous state or territory of registration (if applicable)

1. Select and complete the required section of the paper transaction, a list of sections is provided here.
2. Tick the sections you have completed and attached to these cover pages.
3. Attach any documents that may be required to the cover pages and completed sections.
4. Read and sign the declaration and signature section.

Changes you can tell us about on this paper transaction	Section of the paper transaction you should complete	Sections completed
Change representative name or address	4 Change representative details	<input type="checkbox"/>
Add or remove a representative	5 Add a notified successor	<input type="checkbox"/>
	6 Remove a notified successor	<input type="checkbox"/>
	7 Add a legal personal representative	<input type="checkbox"/>
	8 Remove a legal personal representative	<input type="checkbox"/>
	9 Add a debtor representative	<input type="checkbox"/>
	10 Remove a debtor representative	<input type="checkbox"/>
	11 Add a nominated manager for a debtor representative	<input type="checkbox"/>
	12 Remove a nominated manager for a debtor representative	<input type="checkbox"/>
	13 Add a principal contact	<input type="checkbox"/>
	14 Remove a principal contact	<input type="checkbox"/>

### 3 Declaration and signature

Tick to confirm.  To the best of my knowledge, the information supplied in this paper transaction is complete and accurate (it is an offence to provide false or misleading information to ASIC).

I declare that:

Tick one box.  I am the business name holder.

I am lodging this paper transaction on behalf of the business name holder and am authorised to make each of the declarations on behalf of the business name holder after making all due and proper enquiries.

Name of person signing and making declaration

Signature

Date signed

D D / M M / Y Y Y Y

## 4 Change representative details

The effective date is the date that the change happened, or will happen. It can be a date in the past or up to 3 months into the future.

The business names register will be updated once this change has been submitted and approved or, if it is a future date, on that date.

### Type of representative

Tick one box.

- Notified successor
- Legal personal representative
- Debtor representative
- Nominated manager for a debtor representative
- Principal contact

Name of business name holder or person they represent

ABN of business name holder (if applicable)

### For an individual

Provide the **current** name on the business names register.

Given name  Other given names

Family name

### Change of name (if applicable)

The individual has changed their name by, for example, marriage or deed poll.

Effective date

Provide the **new** name.

Given name  Other given names

Family name

### Change of residential or contact address (if applicable)

Effective date

Provide the **new** residential or contact address.

Care of

Building/Property name

Floor/Level  Unit/Office

Street number  Street name  Street type

Suburb/City  State/Territory  Postcode

Country

This address must be a physical or street address, a post office box is not acceptable.

## 4 Continued... Change representative name or address

**A company (with an ACN)  
or registered body (with an  
ARBN)**

### Change of email address or add an email address (if applicable)

Effective date

Email address

Providing this email address is optional. If you provide an email address, you are consenting to us using it to send notices required by the *Business Names Registration Act 2011*.

Provide the details of the company or registered body.

ABN  ACN/  
ARBN

Company or  
registered body  
name

### Change of name (if applicable)

Notify of a change of company name by lodging Form 205 *Notification of resolution* with ASIC.

Notify of a change of registered body name by lodging Form 409 *Notification of change to details of a foreign company or a registered Australian body* with ASIC.

### Change of email address or add an email address (if applicable)

Effective date

Email address

Providing this email address is optional. If you provide an email address, you are consenting to us using it to send notices required by the *Business Names Registration Act 2011*.

## 5 Add a representative—notified successor

If a legal personal representative is appointed, the notified successor(s) will be ceased. Use additional copies of this page as required.

	The effective date is the date that the change happened, or will happen. It can be a date in the past or up to 3 months into the future.					
	The business names register will be updated once this change has been submitted and approved or, if it is a future date, on that date.					
Name of business name holder or person they represent	<input type="text"/>					
ABN (if applicable)	<input type="text"/>					
Effective date	<input type="text" value="/ /"/>					
Tick to confirm.	<input type="checkbox"/>					
	To the best of my knowledge,					
	<ul style="list-style-type: none"><li>• probate of the will of the deceased, letters of administration of the estate of the deceased, or any other similar grant have not been granted, and</li><li>• I have reasonable grounds to believe that I will inherit assets formerly used by the deceased in carrying on business under this business name.</li></ul>					
	Note: If we become aware that there are not reasonable grounds that you will inherit assets as stated, we may refuse to enter your details on the register.					
	<b>What is your relationship to the deceased?</b>					
	<input type="text"/>					
	Provide details of the notified successor.					
For an individual	Given name	<input type="text"/>	Other given names	<input type="text"/>		
	Family name	<input type="text"/>				
	<b>Birth details</b>					
	Date	<input type="text" value="/ /"/>				
		D D / M M / Y Y Y Y				
	City/Suburb	<input type="text"/>	State/Territory (if in Australia)	<input type="text"/>		
	Country	<input type="text"/>				
	<b>Contact address</b>					
	Care of	<input type="text"/>				
	Building/Property name	<input type="text"/>				
	Floor/Level	<input type="text"/>	Unit/Office	<input type="text"/>		
	Street number	<input type="text"/>	Street name	<input type="text"/>	Street type	<input type="text"/>
	Suburb/City	<input type="text"/>	State/Territory	<input type="text"/>	Postcode	<input type="text"/>
	Country	<input type="text"/>				
	<b>Email address (optional)</b>					
	Email address	<input type="text"/>				
	Providing this email address is optional. If you provide an email address, you are consenting to us using it to send notices required by the <i>Business Names Registration Act 2011</i> .					

This address must be a physical or street address, a post office box is not acceptable.

## 5 Continued... Add a representative—notified successor

For a company (with an ACN) or registered body (with an ARBN)

ABN	<input type="text"/>	ACN/ ARBN	<input type="text"/>
Company or registered body name	<input type="text"/>		
<b>Email address</b> (optional)			
Email address	<input type="text"/>		
Providing this email address is optional. If you provide an email address, you are consenting to us using it to send notices required by the <i>Business Names Registration Act 2011</i> .			

## 6 Remove a representative—notified successor

Use additional copies of this page as required.

The effective date is the date that the change happened, or will happen. It can be a date in the past or up to 3 months into the future.

The business names register will be updated once this change has been submitted and approved or, if it is a future date, on that date.

Name of business name holder or person they represented

ABN (if applicable)

Effective date

Provide the details of the notified successor that is being removed.

For an individual

Given name

Other given names

Family name

Effective date

Provide the details of the notified successor that is being removed.

For a company (with an ACN) or registered body (with an ARBN)

ABN

ACN/  
ARBN

Company or registered body name

## 7 Add a representative—legal personal representative

Use additional copies of this page as required.

### Details of representative

The effective date is the date that the change happened, or will happen. It can be a date in the past or up to 3 months into the future.

The business names register will be updated once this change has been submitted and approved or, if it is a future date, on that date.

Name of business  
name holder  
or person they  
represent

ABN  
(if applicable)

#### Which of the following have you been granted?

Tick one box.

Probate of the will of the deceased.

Letter of administration of the estate of the deceased.

Any other similar grant (provide details).

  

### For an individual

Effective date

Provide details of the legal personal representative.

Given name

Other given  
names

Family name

#### Contact address

Care of

Building/Property  
name

Floor/Level

Unit/Office

Street number

Street  
name

Street  
type

Suburb/City

State/  
Territory

Postcode

Country

#### Email address (optional)

Email address

Providing this email address is optional. If you provide an email address, you are consenting to us using it to send notices required by the *Business Names Registration Act 2011*.

A legal personal representative must provide a contact address, other than a residential address, for the public register. This address must be a physical or street address, a post office box is not acceptable.

## 7 Continued... Add a representative—legal personal representative

For a company (with an ACN) or registered body (with an ARBN)

Effective date	<input type="text" value="/ /"/>		
ABN	<input type="text"/>	ACN/ ARBN	<input type="text"/>
Company or registered body name	<input type="text"/>		
<b>Email address</b> (optional)			
Email address	<input type="text"/>		

Providing this email address is optional. If you provide an email address, you are consenting to us using it to send notices required by the *Business Names Registration Act 2011*.

## 8 Remove a representative—legal personal representative

A currently appointed legal personal representative can only be removed by the representative themselves (or a person authorised by them). Use additional copies of this page as required.

The effective date is the date that the change happened, or will happen. It can be a date in the past or up to 3 months into the future.

The business names register will be updated once this change has been submitted and approved or, if it is a future date, on that date.

Name of business name holder or person they represented	<input type="text"/>
ABN (if applicable)	<input type="text"/>

Provide the details of the legal personal representative that is being removed.

For an individual

Effective date	<input type="text" value="/ /"/>		
Given name	<input type="text"/>	Other given names	<input type="text"/>
Family name	<input type="text"/>		

For a company (with an ACN) or registered body (with an ARBN)

Effective date	<input type="text" value="/ /"/>		
ABN	<input type="text"/>	ACN/ ARBN	<input type="text"/>
Company or registered body name	<input type="text"/>		



## 9 Add a representative—debtor representative

A debtor representative can only be added by the debtor themselves (or a person they have appointed). Use additional copies of this page as required.

The effective date is the date that the change happened, or will happen. It can be a date in the past or up to 3 months into the future.

The business names register will be updated once this change has been submitted and approved or, if it is a future date, on that date.

Name of business name holder the represent

ABN (if applicable)

**In what capacity are you being appointed as debtor representative?**

A trustee in bankruptcy.

A liquidator within the meaning given by s6(1) of the *Income Tax Assessment Act 1936*.

A receiver.

A controller (within the meaning of s9 of the *Corporations Act 2001*).

An administrator appointed to an entity under Division 2 of Part 5.3A of the *Corporations Act 2001*.

A person appointed, or authorised, under a law of the Commonwealth, or of a state or territory, to manage the affairs of an entity because it is unable to pay all its debts as and when they become due and payable.

Under which law have you been appointed or authorised?

▶

An administrator of a deed of company arrangement executed by the entity.

A foreign representative in respect of a foreign proceeding that has been recognised for the purposes of the *Cross-Border Insolvency Act 2008*.

Tick all boxes that apply.

Effective date

Provide details of the debtor representative.

Given name  Other given names

Family name

**Contact address**

Care of

Building/Property name

Floor/Level  Unit/Office

Street number  Street name  Street type

Suburb/City  State/Territory  Postcode

Country

**Email address (optional)**

Email address

A debtor representative must provide a contact address, other than a residential address, for the public register. This address must be a physical or street address, a post office box is not acceptable.

Providing this email address is optional. If you provide an email address, you are consenting to us using it to send notices required by the *Business Names Registration Act 2011*.

## 10 Remove a representative—debtor representative

A debtor representative can only be removed by the debtor themselves (or a person they have appointed). Use additional copies of this page as required.

	The effective date is the date that the change happened, or will happen. It can be a date in the past or up to 3 months into the future.	
	The business names register will be updated once this change has been submitted and approved or, if it is a future date, on that date.	
Name of business name holder they represented	<input type="text"/>	
ABN (if applicable)	<input type="text"/>	
Effective date	<input type="text" value="/ /"/>	
	Provide the details of the debtor representative that is being removed.	
Given name	<input type="text"/>	Other given names <input type="text"/>
Family name	<input type="text"/>	

## 11 Add a representative—nominated manager for a debtor representative

A nominated manager for a debtor representative can only be added by the currently appointed debtor representative themselves (or a person they have appointed). Use additional copies of this page as required.

	The effective date is the date that the change happened, or will happen. It can be a date in the past or up to 3 months into the future.	
	The business names register will be updated once this change has been submitted and approved or, if it is a future date, on that date.	
Name of debtor representative	<input type="text"/>	
Effective date	<input type="text" value="/ /"/>	
	Provide details of the nominated manager for a debtor representative.	
Given name	<input type="text"/>	Other given names <input type="text"/>
Family name	<input type="text"/>	

## 12 Remove a representative—nominated manager for a debtor representative

A nominated manager for a debtor representative can only be ceased by the currently appointed debtor representative themselves (or a person they have appointed). They will be ceased automatically when the debtor representative who nominated them is ceased.

Use additional copies of this page as required.

	The effective date is the date that the change happened, or will happen. It can be a date in the past or up to 3 months into the future.	
	The business names register will be updated once this change has been submitted and approved or, if it is a future date, on that date.	
Name of debtor representative	<input type="text"/>	
Effective date	<input type="text" value="/ /"/>	
	Provide the details of the nominated manager for a debtor representative that is being removed.	
Given name	<input type="text"/>	Other given names <input type="text"/>
Family name	<input type="text"/>	

## 13 Add a representative—principal contact

The effective date is the date that the change happened, or will happen. It can be a date in the past or up to 3 months into the future.

The business names register will be updated once this change has been submitted and approved or, if it is a future date, on that date.

### Copy of notice

Attached is a notice appointing this principal contact signed by:

Tick all boxes that apply.

for a partnership—each partner within the partnership, or

for an unincorporated association or body—each member of the committee of management of the association or body, or

for a trust—each trustee, or

for a joint venture— each joint venture partner.

See Guide for details of how to attach additional information.

Effective date

Provide details of the principal contact.

Given name

Other given names

Family name

### Contact address

Care of

Building/Property name

Floor/Level

Unit/Office

Street number

Street name

Street type

Suburb/City

State/  
Territory

Postcode

Country

### Email address (optional)

Email address

Providing this email address is optional. If you provide an email address, you are consenting to us using it to send notices required by the *Business Names Registration Act 2011*.

A principal contact must provide a contact address, other than a residential address, for the public register. This address must be a physical or street address, a post office box is not acceptable.

## 14 Remove a representative—principal contact

The effective date is the date that the change happened, or will happen. It can be a date in the past or up to 3 months into the future.

The business names register will be updated once this change has been submitted and approved or, if it is a future date, on that date.

### Copy of notice

I will attach a notice withdrawing this principal contact signed by:

for a partnership—each partner within the partnership, or

for an unincorporated association or body—each member of the committee of management of the association or body, or

for a trust—each trustee, or

for a joint venture— each joint venture partner.

Effective date

Provide the details of the principal contact that is being removed.

Given name

Other given  
names

Family name

# Guide: Change details of other business name representatives

This guide is not part of the paper transaction. It is included by ASIC to assist you in completing and lodging the paper transaction.

Use this paper transaction to add, remove and update details of a notified successor, legal personal representative, debtor representative, nominated manager for a debtor representative or principal contact. Use 'Change details of business name holder organisation representatives' for organisation representatives.

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<b>Effective date</b>	<p>The effective date is the date that the change happened, or will happen. It can be a date in the past or up to 3 months into the future.</p> <p>The business names register will be updated once this change has been submitted and approved or, if it is a future date, on that date.</p> <p>You must notify us of changes within 28 days of the change occurring.</p>
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<b>How to provide additional information</b>	<p>If there is insufficient space in any section of the transaction, use additional copies of the relevant page(s) and submit as part of this lodgement.</p> <p><b>Annexures</b></p> <p>Annexures must:</p> <ol style="list-style-type: none"><li>1. be A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides</li><li>2. show the ABN (if applicable)</li><li>3. have pages numbered consecutively</li><li>4. be printed in BLOCK letters or typed in dark blue or black ink so that the document is clearly legible when photocopied</li><li>5. be marked with an identifying letter or symbol eg a,b,c or 1,2,3 etc.</li><li>6. be endorsed with the words: This annexure (mark) of (number) pages referred to in (transaction title)</li><li>7. signed and dated.</li></ol> <p>The annexure must be signed by the same person(s) who signed the transaction.</p>
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<b>Lodgement</b>	<p>Send completed and signed transactions to: Australian Securities &amp; Investments Commission PO Box 4000, Gippsland Mail Centre VIC 3841</p>	<b>For more information</b> Web <a href="http://www.asic.gov.au">www.asic.gov.au</a> Need help? <a href="http://www.asic.gov.au/question">www.asic.gov.au/question</a> Telephone 1300 300 630
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