Australian Government
Australian Taxation Office

Change of registration details

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

- entity name
- main business activity
- postal, email or business location address
- authorised contact person
- associates
- 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 ato.gov.au to obtain a copy.

Change your registration details online

Using our online services is the quickest and easiest way to change your registration details.

If you have a myGovID, you can change your registration details online using:

- the Australian Business Register at abr.gov.au
- Online services for business at ato.gov.au/OSB
- Online services for agents at ato.gov.au/OSFA

You can:

- phone **13 92 26** between 8.00am and 6.00pm, Monday to Friday
- talk to your registered agent (tax agent or BAS agent).

Instructions for completing this form

- Print clearly using a black or dark blue pen.
- Use BLOCK LETTERS.
- Place **X** in all applicable boxes.

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 92 26** between 8.00am and 6.00pm, Monday to Friday.

For general information, visit 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?

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?**

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 business activity details?**

No ☐ Go to section D.

Yes ☐ Complete this section.

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

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

7 Describe the new main activity from which the entity derives the majority of its business income.

Also describe the main goods produced or the main services provided by the entity.

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

Street address

Suburb/town/locality

State/territory ☐☐☐▼ (Australia only)

Postcode ☐☐☐☐ (Australia only)

Country if outside Australia

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.
If the entity's new postal address is the same as the new main business address, place **X** the box below.

Same as question 8 ☐

OR

Street address

Suburb/town/locality

State/territory ☐☐☐▼ (Australia only)

Postcode ☐☐☐☐ (Australia only)

Country if outside Australia

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.

Section E: **Do you want to update the entity's contact person?**

No ☐ Go to section F.

Yes ☐ Complete this section.

Your entity representative must sign the declaration at section H. For example, the public officer of a company. For more information about entity representatives and authorised contacts, visit ato.gov.au

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'. This person will be listed as the contact until we are advised they are no longer authorised to act on behalf of the entity.

For more information about what an authorised contact can do on your behalf, visit our website at ato.gov.au/authorisedperson

Name

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 **X** 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 ☐

Yes ☐ Provide these details on a separate sheet of paper:
- title each page with 'Add authorised contacts'
- the ABN and legal name of the entity
- all information we request at questions 11 and 12.

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.

Name

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 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.

Tax file number (TFN) disclosure

The Registrar of the Australian Business Register (the ABR) is authorised by the *Taxation Administration Act 1953* to request your TFN. We will use your TFN to identify you in our records. It is not an offence not to provide your TFN. However if you do not provide your TFN, the update to your registration details may be delayed.

If an associated individual chooses not to disclose their TFN, they must enclose their full name, residential address and date of birth with this form. Similarly, if an associated 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 and ABN with this form.

16 Do you want to add a new associate?

You can have multiple trustees, beneficiaries, directors, shareholders, company secretaries authorised to make decisions and commitments on behalf of the company without reference to the company directors and office bearers, but only one public officer.

No ☐

Yes ☐ Provide the new associate's details.

Position held

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

Name

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

Family name

First name

Other given names

TFN (refer to the above disclosure)

☐☐☐ ☐☐☐ ☐☐☐

Date of birth Day ☐☐ / Month ☐☐ / Year ☐☐☐☐

Residential address if TFN is not provided

Street address

Suburb/town/locality

State/territory ☐☐☐ ▼ (Australia only)

Postcode ☐☐☐☐ (Australia only)

Country if outside Australia

17 Is the new associate a trustee company?

No ☐

Yes ☐ Provide the trustee company details.

Full name of associated organisation

ABN ☐☐ ☐☐☐ ☐☐☐ ☐☐☐

ACN/ARBN ☐☐☐ ☐☐☐ ☐☐☐

18 Do you want to add more than one associate?

No ☐

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 financial institution account details?**

No ☐ Go to section H.

Yes ☐ Complete this section.

19 What are the entity's financial institution account details for ATO 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 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 registered 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 H: **Declaration**

Only a person currently on our records as having authority to update registration details on behalf of the entity can sign this declaration. For more information, visit our website at ato.gov.au/authorisedperson

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

Full name of signatory

Position held (for example, director, registered tax or BAS 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

Date

Day / Month / Year

Privacy

Taxation law authorises the Registrar of the Australian Business Register (ABR) to collect information, including personal information about the person authorised to sign the declaration. For information about your privacy go to abr.gov.au/general-information/privacy

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

Print form Reset form