



## Notice of change in address/details of a business name form 4B

### Change of address/details

You must lodge this form **within 28 days** of a change in address/details of a business name. A late fee applies if lodged after 28 days. This form can be used to notify changes to the following:

- nature of business
- proprietor's legal name
- proprietor's residential address
- business address
- change of postal/service of proprietor address.

### Change your business name

If the trading name of the business is to change, a new 'Application for Registration of a Business Name', form 1A, must be lodged to register the new name.

### Changes to your company

You must notify the Australian Securities and Investments Commission (ASIC) on 08 8202 8500 of any changes to your company details. The Office of Consumer and Business Affairs (OCBA) will be advised by ASIC of these changes.

### Please note

OCBA undertakes the administration of the *Business Names Act 1996* on behalf of the Corporate Affairs Commission.

For further information visit our website at [www.ocba.sa.gov.au](http://www.ocba.sa.gov.au).

### How to complete this form

Please complete the sections relevant to the changes you wish to make.

**1 & 2** MUST be completed.

Is the nature of business changing?	<b>If yes</b>	Please complete number	<b>3</b>
Is the proprietor's legal name changing?	<b>If yes</b>	Please complete number	<b>4</b>
Is the postal or service address of proprietor changing?	<b>If yes</b>	Please complete number	<b>5</b>
Is the business address changing?	<b>If yes</b>	Please complete number	<b>6</b>
Is the proprietor's residential address changing?	<b>If yes</b>	Please complete number	<b>7</b>

**8** MUST be signed personally by a proprietor of the business. If the proprietor is a company, this must be signed by a director or a person duly authorised in writing by the company.

## Payment facilities



### Payment can be made by

- cash/money order/eftpos transaction (in person)
- credit card (Visa, Mastercard, Bankcard, Amex) (see below)
- cheque (made payable to Business and Occupational Services)

Any 'Notice of change in address/details of a business name' form received without the appropriate fee will be returned.



### Paying by post

Payment can be forwarded by post to:  
Office of Consumer and Business Affairs  
Business and Occupational Services  
GPO Box 1407 Adelaide SA 5001



### Paying by fax

Business Names forms can now be lodged by facsimile and payment made by credit card. Forms received by facsimile (together with payment by credit card authorisation) will be processed as next day mail lodged documents. Payment can be forwarded by fax on: **(08) 8204 9771**



### Paying in person

Payment can be made in person at:  
**Office of Consumer and Business Affairs**  
**Business and Occupational Services**  
**Chesser House 91-97 Grenfell Street**  
**Adelaide SA 5000**



### For Further information

Visit our website [www.ocba.sa.gov.au](http://www.ocba.sa.gov.au) or phone **1300 138 918**.

CVV is a new authentication procedure established by credit card companies to reduce fraud for Internet transactions. It requires a cardholder to enter the CVV number in at transaction time to verify that the card is on hand. The CVV code is a security feature for "card not present" transactions (e.g., Internet transactions), and now appears on most (but not all) major credit and debit cards. This new feature is a three- or four-digit code that provides a cryptographic check of the information embossed on the card. Therefore, the CVV code is not part of the card number itself. The CVV Code is the 3 digit number that appears on the reverse side of your credit card (where your signature appears). Amex No - Amex cards only - the 4 digit number on the front of your card. See below for example:



## Authorisation for payment by credit card

 Visa

 Mastercard

 Amex

Credit card no

                    

Expiry date

 / 

CVV no.

   

Name on card

Contact phone no

I hereby authorise the Corporate Affairs Commission to draw on my credit card for the amount of

 \$ 

Registration no.  
(if applicable)

                    

Cardholder's signature



office use only

Document ID	
LUN No.	
Amount \$	Cash / Cheque / Card / MO

# Notice of change in address/details of a business name

Please note: incomplete forms including incorrect fees cannot be accepted and will be returned

## 1 Name of individual to be contacted regarding this application (does not need to be applicant)

Name

Address

Suburb

State  Postcode

Phone  Fax

Email

## 2 Business name

Registration number

## 3 Nature of business

You can nominate a new nature of business or amend the existing one. Please specify the exact type of business carried on under this name. We do NOT accept single word descriptions such as Consultant, Contractor, Manufacturing, Retail and Wholesale.

Additional business duties  New business duties

## 4 Change of proprietor's legal name

If a proprietor's legal name has changed, please attach a copy of the certificate of change (i.e. Marriage or Change of Name Certificate). A Body Corporate does not need to notify us if it has changed its name. A new certificate will be issued in your legal name free of charge.

Previous name

New name

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## 5 Change of postal address

Insert the address where all correspondence for the Business Name should be sent, particularly the renewal. A post office box is acceptable here.

Address

Suburb

State  Postcode  Date changed

If you require a different address for service of documents on the proprietor, please state below. If not your postal address will be used.

Address

Suburb

State  Postcode  Date changed

## 6 Change of business address

This must be a physical address where business is being conducted. If the business is being conducted from home, or is a mobile business, then the proprietor's residential address should be provided. The business address must be an address in South Australia. A post office box is not acceptable here. Additional places of business can be nominated if you are operating from more than one address. If there is no street number, a section, part or lot number must be provided.

### Address to be deleted

Street/section/part/lot number

Street name

Suburb

State  Postcode  Date changed

### Address to be added

Street/section/part/lot number

Street name

Suburb

State  Postcode  Date changed

# Notice of change in address/details of a business name

## 7 Change of proprietor's residential address

A post office box is not acceptable here. If there is no street number, a section number, part number or lot number must be provided.

**7.1** Name

Street/section/part/lot number

Street name

Suburb

State  Postcode  Date changed

**7.2** Name

Street/section/part/lot number

Street name

Suburb

State  Postcode  Date changed

**7.3** Name

Street/section/part/lot number

Street name

Suburb

State  Postcode  Date changed

## 8 Statutory Declaration

Statutory Declaration: I, the proprietor, declare the information I have provided is true and correct.

Signature  Date

Name

Position  Phone