



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 full 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) of any changes to your company details. You can advise details by visiting the ASIC website www.asic.gov.au or you can contact ASIC by phone on 1300 300 630. Consumer and Business Services (CBS) will be advised by ASIC of these changes.

Please note

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

For further information visit our website at www.cbs.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?	If yes	Please complete number	3
Is the proprietor's legal name changing?	If yes	Please complete number	4
Is the postal or service address of proprietor changing?	If yes	Please complete number	5
Is the business address changing?	If yes	Please complete number	6
Is the proprietor's residential address changing?	If yes	Please complete number	7

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 or Mastercard) (see below)
 - cheque (made payable to Consumer and Business Services)
- Any 'Change in Proprietors of a Business Name' form received without the appropriate fee will be returned.



Paying by post

Payment can be forwarded by post to:
Consumer and Business Services
Occupational Licensing and Registration
GPO Box 1719 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 received 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:
Consumer and Business Services
Occupational Licensing and Registration
Chesser House, 91-97 Grenfell Street
Adelaide SA 5000

Transactions and renewals are also available through Service SA customer service centres in:

Berri, Gawler, Kadina, Mount Gambier, Murray Bridge, Naracoorte, Pt Augusta, Pt Lincoln, Pt Pirie and Whyalla.



For further information

Visit our website www.cbs.sa.gov.au or phone **131 882**

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-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 appears as the three digit number on the reverse side of your credit card (where your signature appears). See below for example:



Authorisation for payment by credit card

Visa Mastercard

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 \$

Cardholder's signature

Registration no.
(if applicable)

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



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

1 Full name of individual to be contacted regarding application (does not need to be applicant)

Full 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 full name

New full 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	<input type="text"/>		
Suburb	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
		Date changed	<input type="text" value="/"/> <input type="text" value="/"/>

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	<input type="text"/>		
Suburb	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
		Date changed	<input type="text" value="/"/> <input type="text" value="/"/>

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	<input type="text"/>		
Street name	<input type="text"/>		
Suburb	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
		Date changed	<input type="text" value="/"/> <input type="text" value="/"/>

Address to be added

Street/section/part/lot number	<input type="text"/>		
Street name	<input type="text"/>		
Suburb	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
		Date changed	<input type="text" value="/"/> <input type="text" value="/"/>

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 Full name

Street/section/part/lot number

Street name

Suburb

State Postcode Date changed

7.2 Full name

Street/section/part/lot number

Street name

Suburb

State Postcode Date changed

7.3 Full 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

Full name

Position Phone