



# Change in proprietors of a business name

form 4A

## Change in proprietors

You must lodge a 'Notice of Change in Proprietors of a Business Name' form **within 28 days** of any change.

## Fees

See separate fee schedule for lodging fee. An additional **late fee** is payable if the form is not lodged **within 28 days** of the change occurring.

## Proprietors unable to sign

If a proprietor cannot sign the form for any reason, please telephone 131 882.

## Change of 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 a 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](http://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](http://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.

**3** MUST be completed and signed by all ceasing, continuing and commencing proprietors.

Is the postal or service address of proprietor changing? **If yes** Please complete number **4**

Is the business address changing? **If yes** Please complete number **5**

## 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](http://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



## Change in proprietors of a business name

## form 4A

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 Proprietors details

Please ensure ALL proprietors, whether they are ceasing, continuing or commencing, sign this form.

3.1  Proprietor ceasing  Proprietor continuing  Proprietor commencing

Date changed

Full name of individual/body corporate

ACN (if a body corporate)  DOB (if an individual)

Residential address/registered office. A PO Box is not acceptable here.

Street/section/part/lot number

Street name

Suburb

State  Postcode

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

[Proprietors commencing also declare] I have not been convicted of an offence, within or outside this State, as prescribed by Section 17 of the *Business Names Act 1996*.

Signature  Date

Full name

Position  Phone

## Change in proprietors of a business name

### Proprietors details continued

3.2  Proprietor ceasing  Proprietor continuing  Proprietor commencing

Date changed

Full name of individual/body corporate

ACN (if a body corporate)  DOB (if an individual)

Residential address/registered office. A PO Box is not acceptable here.

Street/section/part/lot number

Street name

Suburb

State  Postcode

Statutory Declaration: I, the proprietor, declare the information I have provided is true and correct.  
[Proprietors commencing also declare] I have not been convicted of an offence, within or outside this State, as prescribed by Section 17 of the *Business Names Act 1996*.

Signature  Date

Full name

Position  Phone

3.3  Proprietor ceasing  Proprietor continuing  Proprietor commencing

Date changed

Full name of individual/body corporate

ACN (if a body corporate)  DOB (if an individual)

Residential address/registered office. A PO Box is not acceptable here.

Street/section/part/lot number

Street name

Suburb

State  Postcode

Statutory Declaration: I, the proprietor, declare the information I have provided is true and correct.  
[Proprietors commencing also declare] I have not been convicted of an offence, within or outside this State, as prescribed by Section 17 of the *Business Names Act 1996*.

Signature  Date

Full name

Position  Phone

# Change in proprietors of a business name

## 3 Proprietors details continued

3.4  Proprietor ceasing  Proprietor continuing  Proprietor commencing

Date changed

Full name of individual/body corporate

ACN (if a body corporate)  DOB (if an individual)

Residential address/registered office. A PO Box is not acceptable here.

Street/section/part/lot number

Street name

Suburb

State  Postcode

Statutory Declaration: I, the proprietor, declare the information I have provided is true and correct.  
[Proprietors commencing also declare] I have not been convicted of an offence, within or outside this State, as prescribed by Section 17 of the *Business Names Act 1996*.

Signature  Date

Full name

Position  Phone

Proprietor ceasing  Proprietor continuing  Proprietor commencing

3.5 Date changed

Full name of individual/body corporate

ACN (if a body corporate)  DOB (if an individual)

Residential address/registered office. A PO Box is not acceptable here.

Street/section/part/lot number

Street name

Suburb

State  Postcode

Statutory Declaration: I, the proprietor, declare the information I have provided is true and correct.  
[Proprietors commencing also declare] I have not been convicted of an offence, within or outside this State, as prescribed by Section 17 of the *Business Names Act 1996*.

Signature  Date

Full name

Position  Phone

# Change in proprietors of a business name

## 4 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="/"/>

## 5 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="/"/>