

## 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 Business and Occupational Services)

Any 'Application for Registration 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 1719 Adelaide SA 5001



### Paying by fax

Business Names forms can 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  
Level 3, 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.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-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

Registration no.  
(if applicable)

Cardholder's signature