**Business Name Registration, Transfer/Cancellation/Amendment**

**Person ordering**

|  |  |
| --- | --- |
| Name:       |  |
| Firm Name:       | Member number:       |
| Phone:       |  | Email:       |

 **Payment details**

Please select required products and provide credit card details for payment.

|  |  |  |  |
| --- | --- | --- | --- |
| New Business Name Registration 1 year | [ ]  **$177\*** | New Business Name Registration 3 years | [ ]  **$236\*** |
| Business Name Transfer 1 year | [ ]  **$210\*** | Business Name Transfer 3 years | [ ]  **$269\*** |
| Change of details/cancellation | [ ]  **$33** | Apply for Business Name Transfer number only | [ ]  **$33** |
| **\*includes ASIC fee** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  On Account\*  | [ ]  Visa  | [ ]  Mastercard  | [ ]  Amex |
| Card Holder Name:       |
| Credit Card Number:       |
| Expiry Date:       /       | Authorised Card Signature:       |

 All prices include GST, and the documents will be sent to the nominated email address in PDF format.

 Note that our staff will call you to request the CVV when payment is processed.

\*To pay on account you must have a current On Account Agreement with Docscentre Pty Ltd

**Current/Proposed Business Name:**

|  |
| --- |
| 1st Choice:       |
| ASIC Key (for transfer/cancellation or change of details):       |

**Applicant Consent**

I hereby confirm that I have the written consent of all proprietors of the above business name to;

1. Appoint Docscentre Pty Ltd to act as the agent for the above business name,
2. Instruct Docscentre Pty Ltd to apply for the above business name and
3. I accept responsibility for any amount payable to Docscentre Pty Ltd in relation to the registration of the business name.

|  |  |
| --- | --- |
| Full Name:  |       |
| Signed:  |       | Date: |       /       /       |

**Please complete all details in legible handwriting and provide full legal names.**

**Return completed form to** **info@docscentre.com.au**



 **Business Name Registration,**

**Transfer/Cancellation/Amendment**

|  |  |
| --- | --- |
| **Email address for ASIC correspondence** |       |

**Address for Service of Documents**

|  |  |  |  |
| --- | --- | --- | --- |
| Building/Property Name:  |       | Floor/Level/Unit no: |       |
| Street number and name:  |       |
| Suburb:  |       | State & Post Code: |       |

**Principal Business Office**

|  |  |  |  |
| --- | --- | --- | --- |
| Building/Property Name:  |       | Floor/Level/Unit no: |       |
| Street number and name:  |       |
| Suburb:  |       | State & Post Code: |       |

**Business Name Holder Details –** if there is not enough space, please add further pages as appropriate.

|  |
| --- |
| Holder Name (Individual, Company, Trust or SMSF):       |
| Holder ABN:       |
| Please complete details below (if holder is a trust or a superannuation fund, please provide trustee details) |
| Please select Individual OR Company. **ABN must be entered above.** |

|  |
| --- |
| **Individual** |
| Email address:       |
| Surname:       |
| Given Name:       | Middle Name(s):       |
| Residential Address: |       |
| Suburb:       | State & Post Code:       |
| Date of Birth:  |       /       /       | Place of Birth (Town/State/Country): |       |

**OR**

**Company**

|  |  |
| --- | --- |
| Company Name:       | ACN:       |
| Address:       |
| Suburb:       | State & Post Code: |       |

By completing this order form and returning to Docscentre, you confirm that you have read and accepted our terms and conditions which can be found here – [www.docscentre.com.au/terms-and-conditions/](http://www.docscentre.com.au/terms-and-conditions/)



 **Our Partners and Brands**

****

Docscentre manages the best documentation businesses, offering professionals a broad range of services across the country.

|  |
| --- |
| A picture containing icon  Description automatically generated Legal documents you can trust. Since 2004 |
| A picture containing application  Description automatically generated  Because it’s a jungle out there. Since 1983 |
| Logo  Description automatically generated The Voice of the Tax Agent community. Since 1992 |
| A logo with a castle in the middle  Description automatically generated  Partnering with you to get it right. Since 1995 |

