

Completing this form

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – any amendments should be crossed out and initialled

1. DECLARANT DETAILS

Notice is hereby given that on this day of 20 , the following changes took place in relation to the licence of:

Licensee's name:

Licence no.:

2. CHANGE OF NAME

COMPANY

Company's name has been changed from

To *(Provide copy of ASIC Certificate of Change)*

INDIVIDUAL

My name has been changed from:

To *(Provide copy of amended Birth Certificate, Deed Poll or Marriage Certificate, etc)*

3. CHANGE OF ADDRESS

Postal address:

Postcode:

Business address:

Postcode:

Home Address:

Postcode:

4. CHANGE OF CONTACT NUMBERS

Business Ph: Home Ph:

Mobile Ph: Fax:

Email:

PRIVACY NOTICE: The QBCC is collecting the information on this form to ensure the information on the licensee register in relation to a particular licensee is correct. Collection of this information is authorised by the *Queensland Building and Construction Commission Act 1991*. This information can be disclosed by the QBCC to another party with your consent or as authorised or required by law. For further information visit the QBCC website at www.qbcc.qld.gov.au

OFFICE ONLY	CRN:	<input type="text"/>	Licence No:	<input type="text"/>
		<input type="text"/>		<input type="text"/>

5. CHANGE OF DIRECTOR DETAILS

Provide Copy of an ASIC Historical Company Extract or Change of Office Holders Extract AND new financial information where there is cessation of a director

Directors:

6. CHANGE OF ADDRESS FOR DIRECTOR

Name:

Address:
 Postcode:

Name:

Address:
 Postcode:

7. CHANGE OF BUSINESS OR TRADING NAME

Provide Copy of Business Names Extract

Business name:

8. CHANGE OF PARTNERSHIP DETAILS

Provide Copy of Statutory Declaration

Details:

NOTE:

- Where there has been a change of a company name, a copy of the ASIC Certificate of Registration of Change of Name must accompany this form.
- Where there has been a change of name for an individual, a copy of the amended Birth Certificate, Name Change Certificate, Deed Poll or Marriage Certificate must accompany this form.
- Where there is a change in Director's Details, a copy of an ASIC Historical Company Extract or Notice of Change of Office Holders Extract must accompany this form. New company financial information must be provided if there is a cessation of director. If the company's financial position has not changed, written confirmation from the appropriate person must be provided.
- Where there is a Partnership Agreement, Please provide a Statutory Declaration for Partnership Form 3E)

9. DECLARATION

I declare the information provided in this document is true and correct.

Name: Signature:

Position held if signing on behalf of the company:

Dated this: day of 20

Send all mail to: Queensland Building and Construction Commission, GPO Box 5099, Brisbane QLD 4001