

## Notification of change of Registration details (Company)

### Use of this Form

This form is to be used to notify the Board of changes to the registered and recorded details of architectural businesses. It should be used in the following circumstances:-

- Change of name
- Change of contact details
- Change of directors or officers of a registered company

For change of name of a Director, please attach a certified copy of the Deed Poll/Marriage certificate.

A new registration certificate will be issued showing the name change.

Please complete the applicable section, sign and date the form and email it to [admin@archboardsa.org.au](mailto:admin@archboardsa.org.au).

### Privacy Laws and use of this information

Information requested by the Board is strictly confidential. Only that information which is available for publication in the Register may be provided to other registration authorities and to the public.

This form must be lodged **within one month** of change in particulars. No fee is payable if lodged within one month of the change taking effect. **An expiation fee of \$80.00 for late lodgement is payable to the Board** pursuant to sections 24 and 25 of *The Architectural Practice Act 2009*.

### Change of Name

Date of Effect: \_\_\_\_\_

\_\_\_\_\_  
Previous Company/Trading Name

\_\_\_\_\_  
New Company/Trading Name

\_\_\_\_\_  
ABN

\_\_\_\_\_  
ACN

### Change of Contact Details

Date of Effect: \_\_\_\_\_

\_\_\_\_\_  
Company / Trading Name

\_\_\_\_\_  
New Street Address

\_\_\_\_\_  
Postcode

\_\_\_\_\_  
New Postal Address (if different from above)

\_\_\_\_\_  
Postcode

Please indicate your preferred address for correspondence

Street

Postal

### Change of Contact Person

\_\_\_\_\_  
New Contact Person

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Mobile

\_\_\_\_\_  
Email

### Change of Company Director(s)

Date of Effect: \_\_\_\_\_

\_\_\_\_\_  
Name of Company

### Add new company director(s)

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
SA Registration Number

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
SA Registration Number

### Remove company director(s)

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
SA Registration Number

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
SA Registration Number

**If insufficient space, please attach a schedule.**

## Notification of change of Registration details (Company)

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Full Name of Authorised Officer

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Title of Authorised Officer

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Signature of Authorised Officer

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Date

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SA Registration Number