

CHANGE OF DETAILS FORM

PART 1 - ENTITY DETAILS

Legal Name of Entity		ATIA Accreditation No	
Trading Name (as accredited)		ABN	
Authorised Person			

PART 2 - CHANGE OF ADDRESS / CONTACT DETAILS

This sections allows you to provide details of a change of address for your main location, a secondary location (branch) or your mailing address.

The New Street Address			
Suburb		State	Postcode
Telephone		Facsimile	
Contact Person for the Branch		Email	
New Address applies to	<input type="checkbox"/> Main location (head office) <input type="checkbox"/> New Telephone Number <input type="checkbox"/> Other Please specify:	<input type="checkbox"/> Secondary Location <input type="checkbox"/> New Email Address	<input type="checkbox"/> Mailing Address
If new address please provide details of previous location (old address) for this location/branch/mailling address (ie what is the address we would currently have on file)			

PART 3 – ADDITION OF A NEW LOCATION (BRANCH)

This sections allows you to provide details of a new location (branch) which will be trading under the parent entity's ABN.

The New Branch Address			
Suburb		State	Postcode
Telephone		Facsimile	
Contact Person for the Branch		Email	
Will this branch be trading under the ABN of the Parent, as listed in Part 1 of this form		<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART 4 – CHANGE OF BUSINESS NAME (TRADING NAME)

This section allows you to provide details of a change to a trading or business name or the addition of a new business or trading name

New Details

New Business (trading) Name 1	
New Business (trading) Name 2	
Will the business continue to use existing business (trading) names that we already have on file? <input type="checkbox"/> Yes <input type="checkbox"/> No (please complete below)	

Previous Details

Please remove the following business names from my accreditation details:	1. 2. 3.
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CHANGE TO ENTITY DETAILS CONTINUED

PART 5 – CHANGE OF CONSORTIA/GROUP

This section allows you to provide details of a change to your Consortia or Multi Buying Group

Name of new group	
Name of previous group	
Are you a member of any other groups?	<input type="checkbox"/> Yes <input type="checkbox"/> No - if yes please provide details:

PART 6 – CHANGE OF BUSINESS FOCUS

This section allows you to provide details of a change to your business focus (ie from retail travel to wholesaler)

Business focus prior to change	
Business focus after change	

PART 7 – CHANGE OF OFFICE HOLDERS (COMPANIES ONLY)

This section allows you to provide details of a change of director

Name of new director/s	
Is this director also a shareholder?	<input type="checkbox"/> Yes <input type="checkbox"/> No - if yes please provide percentage of shareholding:
Name of director/s to remove from database	

PART 8 – CHANGE OF AUTHORISED PERSON

This section allows you to provide details of a change of authorised person for the accreditation

Name of new Authorised Person	
<i>Please note – where a change of authorised person occurs, we will send out a new declaration to be completed by the Authorised Person and the proprietor/directors/partnership prior to any changes taking affect.</i>	
Name of previous Authorised Person	

PART 9 – CHANGE OF ULTIMATE HOLDING COMPANY (COMPANIES ONLY)

This section allows you to tell us about a new owner of the legal entity – Where the ABN of the ATAS accredited entity changes to the new owner only. Where a business is sold and the previous owners are not selling all shares in the entity (ie the ABN is not transferring to the new owners) a new application for ATAS Accreditation will need to be completed by the new owners.

Name of new ultimate holding company/entity	
ABN of new ultimate holding company/entity	
Date this transaction occurred	

SIGNATURES

Signature of sole trader or director		Signature of director/company secretary	
Name and Title		Name and Title	
Date		Date	