



CHANGE TO ENTITY DETAILS

PART 1 - ENTITY DETAILS

| | | | |
|------------------------------|--|-----------------------|--|
| Legal Name of Entity | | ATAS 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 | |
| Mobile | | 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/ mailing address (ie what is the address we would currently have on file) | | | |

PART 3 – 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?) Yes No (please complete below)

Previous Details

Please remove the following business names from my accreditation details:

- 1.
- 2.

PART 4 – 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? Yes No - if yes please provide details:



CHANGE TO ENTITY DETAILS CONTINUED

PART 5 – 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 6 – 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?

Yes No - if yes please provide percentage of shareholding:

Name of director/s to remove from database

PART 7 – 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

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.

Name of previous Authorised Person

PART 8 – 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