



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 information on this form to ensure your information on our systems and on the licensee register in relation to a particular licensee is correct. This is authorised by the Queensland Building and Construction Commission Act 1991. You may receive some related information from us for the purposes of marketing and communications. You will be able to opt-out/unsubscribe to receiving this information.

Please refer to our Privacy Policy for full use and disclosure details. All information held by the QBCC may be subject to application for access under the Right to Information Act 2009 (RTI Act).

OFFICE ONLY

CRN: [] Licence No: []

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. FIT AND PROPER

Please complete this section if any circumstances have changed for an existing Director or you wish to appoint a new director to the Company. The QBCC regularly cross-checks information provided herein with external agencies, this information is publicly available.

Have any directors, office holders, major shareholders, nominees, persons of influence or any intended business partner:

- i. ever become bankrupt or entered into a debt agreement under Part IX of the *Bankruptcy Act 1966*? NO YES
- ii. ever entered into a composition, deed of arrangement or deed of assignment under Part X of the *Bankruptcy Act 1966*? NO YES
- iii. been convicted of any criminal offence (excluding traffic offences) within the last 10 years? NO YES
- iv. ever been convicted of an offence under the *Corporations Act 2001* (Commonwealth) section 596 (b) or (c)? NO YES
- v. had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last 10 years? NO YES
- vi. ever been disciplined by any Tribunal, Board, Commission or Authority in relation to building work? NO YES
- vii. ever had a pending or current disciplinary proceeding by any Tribunal, Board, Commission or Authority in relation to building work? NO YES
- viii. ever been a:
- director;
 - secretary;
 - shareholder; OR
 - a person in a position to control or substantially influence a company's conduct or affairs
- within 12 months of a company being placed in receivership, administration, official administration, under a deed of company arrangement, in liquidation or wound up for the benefit of creditors? NO YES

If you have ticked YES to any of these questions, you MUST provide copies of all relevant documentation. (Refer to the Checklist attachment for required documents.)

7. CHANGE OF ADDRESS FOR DIRECTOR

Name:

Address:

Postcode:

Name:

Address:

Postcode:

8. CHANGE OF BUSINESS OR TRADING NAME

To add or remove a trading name from your licence, provide a copy of a Business Names Extract or Registration of Business Name

I wish to add a trading name

Business name:

I wish to remove a trading name

Business name:

9. CHANGE OF PARTNERSHIP DETAILS

Provide Copy of Statutory Declaration

10. 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

To update your email, telephone or address details on your licence:

- log in to your myQBCC account. If you don't have a myQBCC account, you can register on the QBCC website at www.qbcc.qld.gov.au.
- call QBCC on 139 333 to change content details.

To lodge this form:

- Mail:** Queensland Building Construction Commission, GPO Box 5099, Brisbane QLD 4001
- myQBCC:** Complete and upload this form through "Feedback and Enquiries"
- Email:** info@qbcc.qld.gov.au
- In person:** at any QBCC branch. For locations, see the website; www.qbcc.qld.gov.au