

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).

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

Return your fully completed form and ALL required documents by:

Post: GPO Box 5099 Brisbane QLD 4001
 in person: **QBCC Service Centres** are listed on our website
 Online: Lodge via [myqbcc](#)

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:

QBCC licence number

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 ABN

Previous ABN: Updated ABN:

4. CHANGE OF ADDRESS

Postal address

Postcode

Business address

Postcode

Home address

Postcode

**OFFICE
USE ONLY**

CRN

Licence number

Receipt amount

Receipt amount

8. CHANGE OF ADDRESS FOR DIRECTOR

| | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----------|--|--|--|--|--|
| Name | | | | | | | | | | | | | | | | | | | | | | | | |
| Postal address | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | Postcode | | | | | |
| Name | | | | | | | | | | | | | | | | | | | | | | | | |
| Postal address | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | Postcode | | | | | |

9. 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

Name:

| | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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I wish to remove a trading name

Name:

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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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10. CHANGE OF PARTNERSHIP DETAILS

I have provided a copy of my Statutory Declaration

11. DECLARATION

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

Name:

| | | | | | | | | | | | | | | | | | | | | | | | |
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Signature:

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Date:

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