

Notification of change of Registration details (Individual)

Use of this Form

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

- Change of contact details
- Change of name / trading name

For changes of name 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 return it to the address shown below.

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 Contact Details

Date of Effect: _____

Name

New Street Address

Postcode

New Postal Address (if different from above)

Postcode

Please indicate your preferred address for correspondence

Street Postal

Business Phone

Mobile

Home Phone

Email

Change of Name:

Date of Effect: _____

Previous Name

New Name

Previous Trading Name (if applicable)

New Trading Name (if applicable)

Description of proof of change of name accompanying form

Full Name of Architect advising change

Signature of Architect advising change

Date

Registration Number