

## Notification of change of Registration details (Partnership)

### Use of this Form

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

- Change of name
- Change of contact details
- Change of partners of a registered partnership

For change 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 Name

Date of Effect: \_\_\_\_\_

\_\_\_\_\_  
Previous Partnership/Trading Name

\_\_\_\_\_  
New Partnership/Trading Name

\_\_\_\_\_  
ABN

\_\_\_\_\_  
ACN

### 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

### Change in Contact Person

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Mobile

\_\_\_\_\_  
Email

### Change in Partnership Structure

Date of Effect: \_\_\_\_\_

\_\_\_\_\_  
Name of Partnership

### Add new partner(s)

1. \_\_\_\_\_

Full Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Postcode

\_\_\_\_\_  
SA Registration No.

2. \_\_\_\_\_

Full Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Postcode

\_\_\_\_\_  
SA Registration No.

## Notification of change of Registration details (Partnership)

### Remove partner(s)

1. \_\_\_\_\_  
Full Name

\_\_\_\_\_  
Address

\_\_\_\_\_ Postcode \_\_\_\_\_

\_\_\_\_\_  
SA Registration No.

2. \_\_\_\_\_  
Full Name

\_\_\_\_\_  
Address

\_\_\_\_\_ Postcode \_\_\_\_\_

\_\_\_\_\_  
SA Registration No.

**If insufficient space, please attach a schedule.**

\_\_\_\_\_  
Full Name of Authorised Officer

\_\_\_\_\_  
Title of Authorised Officer

\_\_\_\_\_  
Signature of Authorised Officer

\_\_\_\_\_                      \_\_\_\_\_  
Date                                      SA Registration