Instructions for Registration or Transfer of a Business Name

A. Order and delivery instructions

Your Details	
Name	Date
Organisation	ACN/ABN
Delivery Address	
Phone	
Email	
Your Ref No.	

B. Registration of New Business Name

New Business Name
Choice 1:
Choice 2 (if choice 1 unavailable):

Registration Period and Fees
(please tick the appropriate box)

☐ **1 Years Registration $201** (incl our fee $165 incl GST and ASIC fee $36 GST-free)

☐ **3 Years Registration $250** (incl our fee $165 incl GST and ASIC fee $85 GST-free)

C. Transfer & Registration of Existing Business Name

Transfer of Business Name:

Existing Business Name:

ASIC Key Number:

or: ☐ Please apply for an ASIC key number on behalf of the existing Business Name owner

Registration Period and Fees
(please tick the appropriate box)

☐ **1 Years Registration $201** (incl our fee $165 incl GST and ASIC fee $36 GST-free)

☐ **3 Years Registration $250** (incl our fee $165 incl GST and ASIC fee $85 GST-free)

D. Details

New Business Name Holder

ABN or ABN application reference #:

If an Individual:

Full Name	Date and Place of Birth	Residential Address	Email address

If a Company or other Incorporated entity:

Name	ACN or ARBN	Registered office Address

If an Unincorporated entity:

Name	Address

If a Trust or SMSF:

Name	Address

If a Partnership or Joint Venture:		
Full names of all Partners or Joint Venture Partners	Date and Place of Birth	Address

Business Addresses

Street address for principal place of business:	
Postal address:	
Business email address:	

If Business Name Holder is a Company, Trust, SMSF or Unincorporated entity, you need to provide details of at least 1 Representative. This persons details will be publically available Representative Details:

If a Company at least one Director OR if a Trust or SMSF at least one Trustee OR if an Unincorporated entity at least one Member of the Governing Body:

Name	
Date of Birth	Place of Birth
Residential Address	
E-Mail Address	

Other requirements
(if any)

Things to be aware of (Please tick the box)

☐ By ticking this box, I/we declare that I/we am/are aware of the following (as provided by ASIC):

- Registering a business name does not give the holder exclusive name rights. The holder may be subject to legal action for using a business name that has the potential to mislead the public;
- The holder may be inadvertently infringing someone else's trade mark with the proposed business name. Choosing a business name that infringes an existing trade mark can be a costly exercise—it

could mean hefty legal bills, drawn out disputes and even the closure of the business. That is why it's important to undertake a trade mark (TM) check. Visit IP Australia to search trademarks;

- A holder that is part of a franchise needs consent from the franchise owner to use the business name. Visit the Franchise Council of Australia for more information about franchises;
- The holder should check for any state or territory business licences that may be required. Get tailored information about government-related licences, registrations and permits at the Australian Business Licence and Information Service (ABLIS).;
- The holder may want to register a domain name in addition to the business name. For more information and to search for available domain names before applying for a business name see the Australian Domain Name Administrator (AUDA).;
- ASIC's privacy notice available on the ASIC website explains how ASIC collect and disseminate the information provided in this application.

Eligibility Declaration

By placing this order, I/we declare as follows:

I/we declare that the following statements are true for the Business Name Holder and for each person involved in the management of the Business Name Holder to determine eligibility to register a business name, including:

- If the Business Name Holder is a body corporate – each director and secretary (or their equivalents) of the body corporate;
- If the Business Name Holder is a partnership – each partner of the partnership;
- If the Business Name Holder is an unincorporated association or other body, each member of the committee of management of the unincorporated association or body;
- If the Business Name Holder is a trust – each trustee of the trust;
- If the Business Name Holder is a joint venture – each joint venture partner.

I/we declare that I/we have not been disqualified from managing corporations under section 206B (1) of the Corporations Act 2001;

Within the last 5 years I/we have not been:

- Convicted of, or
- Released from prison after being convicted of, and serving a term of imprisonment for, any of the criminal offences referred to in section 32(1)(c) or (d) of the Business Names Registration Act 2011.

s32 Disqualified Entities

- (1) An entity is ***disqualified*** if:
- (a) the entity is a person disqualified from managing corporations under subsection 206B(1) of the *Corporations Act 2001* because the person is convicted of an offence; or
- (b) a person involved in the management of the entity is disqualified from managing corporations under subsection 206B(1) of the *Corporations Act 2001* because the person is convicted of an offence; or
- (c) the entity is a person who is not disqualified under subsection 206B(1) of the *Corporations Act 2001*, but is convicted of an offence against a law of the Commonwealth, a State, a Territory or a foreign country that involves dishonesty and is punishable by imprisonment for at least 3 months; or
- (d) the entity is a person who is not disqualified under subsection 206B(1) of the *Corporations Act 2001*, but is convicted of an offence against the law of a foreign country that is punishable by imprisonment for a period of more than 12 months; or
- (e) a person involved in the management of the entity is not disqualified under subsection 206B(1) of the *Corporations Act 2001*, but is convicted of an offence referred to in paragraph (c) or (d) of this subsection.

Authorisation

I/we authorise Document Shop Pty Ltd to:

- Submit an application to ASIC for the registration of the Business Name on my/our behalf under the terms and conditions of the ASIC Electronic Lodgement Protocol; and
- Make each of the following declarations on my/our behalf:

  (a) This application is submitted under, and is compliant with, the terms and conditions of the ASIC Electronic Lodgement Protocol; and

  (b) To the best of my/our knowledge, the information supplied in this application is complete and accurate.

- Add the registration of the Business Name to Document Shop's ASIC Connect account (which will allow Document Shop to view and update the registration details).

Acceptance of terms and conditions

☐ By ticking this box, I/we acknowledge that I/we have read and agree to the Document Shop Pty Ltd *terms and conditions and acknowledgement* [available on our website at www.documentshop.com.au or contact us at info@documentshop.com.au and we will e-mail or post a copy to you].

Payment

Please debit the following credit card by the amount of $ _____(GST inclusive):

Type of Card ☐ MasterCard ☐ Visa ☐ Bankcard

Card Number_____ Expiry Date_____CCV_____

Name on Card_____ Signature_____

Please return this order form to **info@documentshop.com.au**.
Your order will be processed once payment has been received.