

# Resident Agent Particulars

**LODGING PARTY (must be completed)**

Name

Address

Daytime Telephone Number

**1 REGISTRATION DETAILS**

Business Name

Registration Number

**2 APPOINTMENT OF RESIDENT AGENT IN TASMANIA**

I / We have been authorised, in writing to accept service on behalf of the person/s carrying on business under the above name, of any notices for the purposes of the Business Names Act 1962 and of any process. Due to the person/s in relation to whom the business name is registered having ceased to reside or have no fixed address in Tasmania.

Full Name of Individual or Corporation Name

Address (not a PO Box)

Date of Birth (individual)

ACN (Corporation only)

Signature

Commencement Date

This section must be signed by the Resident Agent.

**3 CEASING TO BE RESIDENT AGENT IN TASMANIA**

I / We ceased to be the resident agent in relation to whom the business name is registered for the purpose of the Business Names Act 1962.

Full Name of Individual or Corporation Name

Date of Birth

ACN (Corporation only)

Signature

Ceasing Date

This section may be signed by the agent or a proprietor of the business name.

**4 CHANGE OF ADDRESS FOR RESIDENT AGENT**

Full Name of Individual or Corporation Name

New Address (not a PO Box)

Signature

Date of Change

This section must be signed by the Resident Agent.

**5 CHANGE OF NAME FOR RESIDENT AGENT**

Former Name

New Name

Signature

Date of Change

This section must be signed by the Resident Agent

RESIDENT AGENT

## COMPLETING THIS FORM

- USE BLOCK LETTERS.
- All typewriting / handwriting should be clear and legible.
- If you are unsure of the details on file we suggest you conduct an Extract search before completing this form. A fee is payable to conduct an Extract search.

## LODGING PARTY

In the event of problems arising with this application, staff from the Business Affairs Branch will contact the person who is recorded as the lodging party.

### 1 REGISTRATION DETAILS

Insert the correct business name and the registration number.

### 2 APPOINTMENT OF RESIDENT AGENT

Insert the full name, date of birth and the residential address for an individual or if a Corporation registered name, ACN and principal office.

Address must be within Tasmania.

Signature of Resident Agent is required.

### 3 CEASING TO BE RESIDENT AGENT IN TASMANIA

Insert full name of individual or corporation ceasing to be resident agent.

Signature can either be the resident agent's or a registered proprietor of the business.

### 4 CHANGE OF ADDRESS FOR RESIDENT AGENT

Insert the full name of individual or corporation.

Address must be within Tasmania.

Signature of Resident Agent is required.

### 5 CHANGE OF NAME FOR RESIDENT AGENT

Insert former name of individual or corporation.

Insert new name of individual or corporation.

Signature of Resident Agent is required.

## LODGING THE FORM

**In person:** at Service Tasmania

**By mail to:** Business Affairs Branch  
GPO Box 1244  
Hobart TAS 7001

**FAXING FORM:** This form cannot be accepted by facsimile. Forms faxed to us will be returned to have an original signature added.

## PROCESSING TIME

Your application will be processed within 3 – 5 working days of receipt by Consumer Affairs & Fair Trading.

## ENQUIRIES

Telephone: 03 6233 4523

Email: [business.affairs@justice.tas.gov.au](mailto:business.affairs@justice.tas.gov.au)

Website: [www.consumer.tas.gov.au](http://www.consumer.tas.gov.au)

## PERSONAL INFORMATION PROTECTION STATEMENT

Consumer Affairs and Fair Trading (CAFT) will collect personal information from you for the purpose of processing this application. You are required to provide this information by the *Business Names Act 1962*. Failure to provide this information may result in your application not being processed. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to other authorised organisations. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to CAFT. You may be charged a fee for this service.