

Cancellation of a Business Name

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Business Names Act 1962 (Section 12 (3))

NO FEE

Service Tasmania Product Code: BASC

THIS FORM IS ONLY LODGED WHEN ALL BUSINESS WILL CEASE UNDER A BUSINESS NAME.

IMPORTANT: Do not complete this form if the business name is being taken over by other business owners. If the name is being taken over by other owners, you will need to complete a 'Change in Proprietors' form.

1 REGISTRATION DETAILS

Business Name

Registration Number

2 CANCELLATION DATE

Please state the date you ceased trading under the business name.

The Proprietor(s) of the above registered business name ceased to carry on business in Tasmania

on the day of 20

Cancellation of the above business name will mean that the undersigned parties will not be able to trade under the business name after this form has been submitted.

3 SIGNATURE

All proprietors must sign this form before cancellation can be effected.

Full Name or Corporation Name

Signature

Full Name or Corporation Name

Signature

Full Name or Corporation Name

Signature

Full Name or Corporation Name

Signature

LODGING PARTY (must be completed)

Name

Daytime Telephone Number

Address

CANCELLATION

COMPLETING THIS FORM

Complete this form if you have ceased to carry on business in Tasmania

- USE BLOCK LETTERS
- All typewriting / handwriting should be clear and legible.
- Incomplete forms will be returned for correction.
- 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 registered business name and number. If you are unsure what your name and number is, please refer to your business name certificate of registration.

2 CANCELLATION DATE

Insert the date that the business ceased trading.

3 SIGNATURE

Insert Individual or Corporation name.

All proprietors must sign this form before cancellation can be effected.

If a proprietor cannot sign this form for any reason please contact the Business Affairs Branch.

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

Website: 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.