Notification of change of ownership/statutory transfer

This form has been developed to notify your Australian Apprenticeship Support Network (AASN) provider of any of the following changes to a business which employs an apprentice or trainee:

- sale or disposal of the business
- dissolution of the business partnership
- the purchaser of a business with an apprentice/trainee does not wish to continue the training contract/s (to take effect this advice must be received your AASN provider prior to the sale/disposal taking effect. This will result in the cancellation of the registered training contract only; it does not cancel employment obligations.)

How to return this form
Please return the completed form to Apprenticeship Support Australia at: info@apprenticeshipsupport.com.au, Locked Bag 938, North Sydney, fax 1300 650 755 as appropriate

IMPORTANT: Failure to complete all details on this form may delay processing of this transaction.

Original employer declaration

Trading name: ___________________________ ABN: ___________________________

(Tick boxes as appropriate)
I/we advise that the business, which employed the attached apprentice(s) and/or trainee(s):

☐ has been sold or disposed of. Date of sale or disposal of business: ___________________________, or
☐ has been dissolved. Date of effect of dissolution of partnership: ___________________________

The business has been continued by ☐ 1 / ☐ 2 or more person/s who were partners in the dissolved partnership.
The business will not continue after the dissolution of the partnership ☐

Name of person signing for original employer: ___________________________ Phone no: ___________________________
Signature: ___________________________ Date: ___________________________

Details of new employer and agreement to continue training.

Legal name: ___________________________
Trading name: ___________________________ ABN: ___________________________
Business address: ___________________________ Postcode: ___________________________
Postal address: ___________________________ Postcode: ___________________________
Contact person: ___________________________ Phone no: ___________________________
Email address: ___________________________

Total number of qualified persons in the apprentice or trainee’s occupation: ________
Total number of apprentices or trainees: ___________ Total number of employees: ___________

Address where the apprentice(s) or trainee(s) will be employed: ___________________________

I/we agree to continue to train the apprentice(s) and/or trainee(s) identified in this form, under the registered training contract(s). I/we also confirm that the above details are true and correct.

Name of authorised person signing for employer: ___________________________
Signature: ___________________________ Date: ___________________________

Purchaser does not want to continue the registered training contract arrangements.

Contact person: ___________________________ Phone no: ___________________________

I/we do not want the registered training contract/s to be transferred to me/us as part of the purchase arrangements. I am aware this advice will result in the cancellation of the registered training contract/s.

Name of authorised person signing for employer: ___________________________
Signature: ___________________________ Date: ___________________________
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<thead>
<tr>
<th>Name of apprentice or trainee</th>
<th>Training contract registration number</th>
<th>Email</th>
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**Note:** Additional apprentices or trainees can be shown on an attached document.

**Privacy Notice** – The Department of Employment, Small Business and Training (DESBT) or Australian Apprenticeship Support Network provider is collecting the information on this form in accordance with Sections 29 and 58 of the Further Education and Training Act 2014 (Qld) in order to amend the training contract between the abovementioned parties. Information collected on this form may also be used by DESBT for generating statistics. DESBT routinely gives some or all of this information to the Australian Government Department of Education and Training, Australian Apprenticeship Support Network providers, Queensland Curriculum and Assessment Authority and schools (for school-based apprentices/trainees) and registered training organisations for the purpose of updating the status of the training contract and/or verifying subsidy claims. Your information will not be disclosed to any other person or agency unless you have given us permission or it is required or authorised by law.