

Amendment – Change of legal name or change of legal name and ABN

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:

- change of legal name
- change of legal name and ABN
- change of trust
- change of trustee name.

How to return this form

Please return the **completed** and **signed** to Apprenticeship Support Australia at: info@apprenticeshipscentre.com.au; or Locked Bag 938, North Sydney, NSW, 2059; fax 1300 65 07 55 – as appropriate.

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

<i>Employer details prior to change</i>			
Legal name:		ABN:	
Email:			
Signature:		Date:	

Please complete either Section A or B:

<i>A: Details of new legal name</i>			
Legal name:			
Only complete the following where details have changed:			
Email:			
Trading name:			
Business address:		Postcode:	
Workplace address:		Postcode:	
Postal address:		Postcode:	
Contact person:		Mobile/phone number:	
Name of authorised person signing for employer:			
Signature:		Date:	

<i>B: Details of new legal name and ABN</i>			
Legal name:		ABN:	
Email:		Date of Effect:	
Trading name:			
Business address:		Postcode:	
Workplace address:		Postcode:	
Postal address:		Postcode:	
Contact person:		Mobile/phone number:	
Name of authorised person signing for employer:			
Signature:		Date:	

Ensure details of all current registered training contracts are included.

Apprentice or trainee details		
Note: To ensure all current training contracts reflect the change of legal name and ABN, please include details of all current registered training contracts.		
<i>Apprentice or trainee 1</i>		
Training contract registration number:		This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
Name:		
Email:		
<i>Apprentice or trainee 2</i>		
Training contract registration number:		This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
Name:		
Email:		
<i>Apprentice or trainee 3</i>		
Training contract registration number:		This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
Name:		
Email:		
<i>Apprentice or trainee 4</i>		
Training contract registration number:		This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
Name:		
Email:		
<i>Apprentice or trainee 5</i>		
Training contract registration number:		This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
Name:		
Email:		
<i>Apprentice or trainee 6</i>		
Training contract registration number:		This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
Name:		
Email:		
<i>Apprentice or trainee 7</i>		
Training contract registration number:		This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
Name:		
Email:		
<i>Apprentice or trainee 8</i>		
Training contract registration number:		This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
Name:		
Email:		
<i>Apprentice or trainee 9</i>		
Training contract registration number:		This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
Name:		
Email:		
Note: Additional apprentices and trainees can be shown on an attached document.		