

## 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** form to **Apprenticeship Support Australia** at: [info@apprenticeshipsupport.com.au](mailto:info@apprenticeshipsupport.com.au)

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

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

Please complete either Section A or B:

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

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

Ensure details of all current registered training contracts are included.

**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.

<b><i>Apprentice or trainee details</i></b>	
<b>Note:</b> 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>	
<b>Training contract registration number:</b>	This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
<b>Name:</b>	
<b>Email:</b>	
<i>Apprentice or trainee 2</i>	
<b>Training contract registration number:</b>	This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
<b>Name:</b>	
<b>Email:</b>	
<i>Apprentice or trainee 3</i>	
<b>Training contract registration number:</b>	This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
<b>Name:</b>	
<b>Email:</b>	
<i>Apprentice or trainee 4</i>	
<b>Training contract registration number:</b>	This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
<b>Name:</b>	
<b>Email:</b>	
<i>Apprentice or trainee 5</i>	
<b>Training contract registration number:</b>	This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
<b>Name:</b>	
<b>Email:</b>	
<i>Apprentice or trainee 6</i>	
<b>Training contract registration number:</b>	This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
<b>Name:</b>	
<b>Email:</b>	
<i>Apprentice or trainee 7</i>	
<b>Training contract registration number:</b>	This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
<b>Name:</b>	
<b>Email:</b>	
<i>Apprentice or trainee 8</i>	
<b>Training contract registration number:</b>	This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
<b>Name:</b>	
<b>Email:</b>	
<i>Apprentice or trainee 9</i>	
<b>Training contract registration number:</b>	This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
<b>Name:</b>	
<b>Email:</b>	
<b>Note:</b> Additional apprentices and trainees can be shown on an attached document.	