



## BUSINESS AND INDUSTRY LICENSING

# PARTICULARS OF BUSINESS NAME

*Business Names Act 1963*  
*Business Names Regulations 1966*



### BP 500 PART A

#### IMPORTANT INFORMATION

Applicants should be aware of their responsibilities under the *Business Names Act 1963 (the Act)*. You can view the legislation and its regulations or download them from [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain information and relevant forms at [www.ors.act.gov.au](http://www.ors.act.gov.au).

#### PRIVACY INFORMATION

The Act authorises the Registrar-General to collect the information required by this form for the purpose of establishing and maintaining the public register of business names registered under the Act. The public register is available for search pursuant to Section 22 and 23 of the Act, and is also made available to government agencies for statistical and administrative purposes, and to non-government persons and organisations.

Send Completed Applications to the **Office of Regulatory Services:** **GPO BOX 158, CANBERRA ACT 2601**  
Or provide in person at: **255 Canberra Avenue, Fyshwick.**  
Or call for assistance on: **02 6207 0562**  
For email assistance, please refer to: **ors.bil@act.gov.au**

**There is no provision in the *Business Names Act 1963* to change a business name once registered. Where a change to a business name is required it will be necessary to lodge a separate application to register the new name.**

#### SELECT WHAT YOU ARE APPLYING FOR

<input type="checkbox"/> New business name	<input type="checkbox"/> 3 years
	<input type="checkbox"/> 5 years
<input type="checkbox"/> Change to particulars	Registered Business Number (office use only) <b>F</b>

**YOU MUST COMPLETE ALL RELEVANT PARTS OF THE APPLICATION BEFORE IT WILL BE PROCESSED**

**BUSINESS NAMES** If you register a name consisting of only generic or generally used words you are advised that another name may be registered containing those same words, prefixed or suffixed by a distinguishing word or words. For example Computer Installations would not preclude the registration of the name A.B. Computer Installations by another party. No expense should be incurred in relation to the use of the proposed name until the applicant has received a certificate of registration. In determining whether a name is available for registration, a search is not made of trade marks registered under the *Trade Marks Act 1995 (Commonwealth)*. No responsibility is accepted for registration of a name which might infringe upon proprietary rights acquired by registration of a trade mark. Inquiries should be directed to IP Australia.

**PROPRIETORS** The proprietors are held accountable for the operation of the business trading under the registered business name, and for ensuring that the business operates in compliance with applicable laws, including the *Business Names Act 1963 (the Act)* and the *Business Names Regulation 1963 (the Regulation)*. Where a person or corporation is acting in this capacity as a trustee, the trustee, not the trust will be deemed to be the proprietor for the purposes of the Act.

**QUALIFICATIONS** Where the proprietors of a business name are individual persons whose nature of business includes the provision of professional services which may only be carried out by persons holding specific qualifications (barrister, solicitor, veterinarian, architect or a medical professional), the Registrar-General will require a copy of the qualification or proof of endorsement to accompany the application.

**FRANCHISES** Registration of a business name as part of a franchise agreement or under licence will require written consent to the registration to be provided by the holder of the franchise or licence. Letters of consent must be issued on the letterhead of the franchise/licence holder, and identify both the business name to be registered and the proprietor(s) authorised to trade under that business name. The business name will still be subject to an examination for availability under the Act.



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## BP 500 - PART B

**PREFERRED BUSINESS NAME** (if applying to register a new business name, complete in order of preference, otherwise show registered business name)


**DATE OF COMMENCEMENT** (only for new business name applications – not more than 2 months after lodgement) **OR DATE OF CHANGE**

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**NATURE OF BUSINESS** (must describe accurately the fee for service the business will provide)

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**PRINCIPAL PLACE OF BUSINESS IN THE ACT** (Must be a street address in the A.C.T. If the business trades from additional places of business in the A.C.T. attach annexure listing additional addresses)

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**SUBURB**

**POSTCODE**

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**NAME AND PARTICULARS OF EACH PROPRIETOR** (If all proprietors live outside the A.C.T., a resident agent will need to be nominated – see overleaf)

Full personal name or corporate name and ACN	Residential address or registered office of corporation	Date of birth (if under 18)

**RESIDENT AGENT** (if all proprietors reside outside the ACT, an agent who is resident in the ACT must be appointed. This requirement also applies to corporations registered with the Australian Securities and Investments Commission (ASIC) under *Corporations Act 2001*.)

Full personal name or corporate name and ACN	Physical address or registered office of corporation for service of notices (must be address in the ACT)

**NAME AND PARTICULARS OF OUTGOING PROPRIETORS** (only complete if making changes to proprietors. If more room required, attach to this form)

Full personal name or corporate name and ACN	Residential address or registered office of corporation

**DECLARATION**

I confirm that the information supplied in this application is true and accurate and understand that the provision of false or misleading information is an offence.

**SIGNATURE/S** (All proprietors including any outgoing proprietors and resident agent, where applicable, must sign and print their name/s. In the case of corporations, an authorised signatory may sign).

_____	_____
Proprietor Signature	Print name
_____	_____
Proprietor Signature	Print name
_____	_____
Proprietor Signature	Print name
_____	_____
Proprietor Signature	Print name

**OFFICE USE ONLY**

Received by		Date	
Approved/ Denied			
Authorised by		Date	



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**PARTICULARS OF A BUSINESS NAME**

*Business Names Act 1963  
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**BP 500 - PART C**

**CREDIT CARD PAYMENT AUTHORITY**

**This part is provided for your convenience for payment of the relevant fee when your application has been approved.**

**Please note that the fee is exempt from GST.**

**CREDIT CARD PAYMENT AUTHORITY**

MasterCard

Visa Card

Credit Card Number

Expiry Date

/

CCV (last 3 digits on the back of the card above the signature block)

**CARD HOLDER'S AUTHORISATION**

I consent to the Office of Regulatory Services debiting the following amount from my credit card to the value of:

\$  ,    . 00

Cardholders Signature

Dated

Card Holders Full Name

**THE CREDIT CARD AUTHORITY IS PROVIDED FOR YOUR CONVENIENCE. YOU MAY ALSO PAY THE REGISTRATION FEE BY CHEQUE OR MONEY ORDER, PAYABLE TO "OFFICE OF REGULATORY SERVICES" OR YOU MAY PAY BY CASH OR CREDIT CARD BY ATTENDING IN PERSON AT OUR OFFICE**