



ARCHITECTS BOARD OF WESTERN AUSTRALIA

Notification of Change of Recorded Details

Form 08

1 July 2011

Use of this Form

This form is to be used to notify the Board of changes to the registered and recorded details of natural persons and licensed corporations. It should be used in the following circumstances:

- change of name;
- change of contact details (no fee);
- change of directors or officers of a licensed corporation;
- change of responsible architects;
- removal from the register of defunct corporations (no fee);
- provision and update of insurance information (no fee); and
- advice of intention to amend a corporation's constitution.

For a change of name, a certified copy of a Deed Poll, Marriage Certificate or other relevant documentation, must be attached. If the changed details relate to registered changes with the Australian Securities and Investment Commission (ASIC) a copy of the certificate issued by ASIC confirming the change must be attached.

If you are no longer practising architecture or your qualifications have been withdrawn or cancelled, please contact the Board.

Certificate of Registration / Licence

A replacement registration / licence document will only be issued prior to annual renewal if there is a change of name for the natural person or corporation or a change to the nominated responsible architect/s for a corporation.

Fees

The fee to amend particulars entered in the register is \$25 (GST free).

Payment Method

Payment of fee to amend particulars entered in the register (\$25) can be made by:

- cheque or money order made payable to Architects Board of Western Australia;
- Visa or Master Card; or
- cash or EFTPOS at the Board's office.

Privacy laws and use of this information

Information requested by the Board is strictly confidential. Only that information which is available for publication in the register may be provided to other registration authorities and to the public.

Further Information

Please contact the Board if you require further information.



ABWA use only

Date Received / /	Date Approved / /	Fees Paid \$	Receipt No.	Reg / Lic No.	Date Annual Cert Sent / /
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Change of Name

Natural Person

Corporation

Previous Name _____

Previous Corporation Name _____

Previous Trading Name (if applicable) _____

Previous Trading Name (if applicable) _____

New Name _____

New Corporation Name _____

New Trading Name (if applicable) _____

New Trading Name (if applicable) _____

Description of proof of change of name
accompanying form _____

ABN _____

ACN _____

Change of Contact Details

Natural Person

Corporation

Name _____

Name _____

New Address _____

New Address _____

Postcode _____

Postcode _____

Work Phone _____

Contact Person _____

Fax _____

Phone _____

Mobile _____

Fax _____

Home Phone _____

Mobile _____

Email _____

Email _____



Change of Responsible Architects

Name of Corporation

Add New Responsible Architects

By signing below, the architect consents to be nominated as an architect with ultimate responsibility for the architectural work of the corporation.

Full Name

Registration Number

I consent to this nomination

Signature

Full Name

Registration Number

I consent to this nomination

Signature

Full Name

Registration Number

I consent to this nomination

Signature

Remove Responsible Architects

Full Name

Registration Number

Full Name

Registration Number

Change of Company Director

Name of Corporation

If there are changes to the company director/s of a licensed corporation, a copy of ASIC certificate confirming the registered changes of director/s must be submitted with this form.

Add New Company Director

Full Name

Full Name

Full Name

Full Name

Remove Company Director

Full Name

Full Name

Full Name

Full Name

Removal of Defunct Corporations

Corporation Name

Licence Number

Update Insurance Information

Please attach a copy of the professional indemnity insurance certificate of currency.

Name

Amend Corporation's Constitution

If amending the corporation's constitution, please attach a copy of the proposed resolution.

Corporation Name

Supporting Documentation Required

Please attach the following documents to this application form:

- Proof of change of name (if applicable);
- ASIC Company Statement showing any changes to the names of directors (if applicable);
- Copy of professional indemnity insurance certificate of currency (if applicable); and
- Proposed resolution if amending constitution (if applicable).

Signature of Person who Completed this Form

Full Name

Signature

Position Held

Date

Submission of Application

The Board accepts electronic documents, so this application form and supporting documents can be provided to the Board as original documents or via electronic transmission i.e. facsimile or email.

Payment

Fees can be paid using one of the following methods.

Cheque

Send cheque or money order made payable to the Architects Board of WA.

Credit Card

Visa MasterCard

Card Number

Expiry Date

Name on Card

\$25

Amount Payable

Cardholder's Signature

Date

Cardholder's Daytime Phone Number

In Person

Cash, credit card and EFTPOS payments can be made at the Board office between 9am and 4:30pm Monday to Friday.