

1800 210 210 I apprenticeshipsinfo@qld.gov.au I desbt.qld.gov.au

Further Education and Training Act 2014

## ATF-046

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

This form has been developed to notify the Department of Trade, Employment and Training or Apprentice Connect Australia Provider (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.

# <u>Select</u> your nominated Provider and return the <u>completed</u> and <u>signed</u> form (using a subject heading of 'Amendment - Change of legal name') via email -

Busy At Work	□ MEGT	☐ MAS National
amendments@busyatwork.com.au	<u>cpuqueriesqld@megt.com.au</u>	<u>QLDDelegations@masexperience.com.au</u>
□ Apprenticeship Support Australia (ASA) info@apprenticeshipsupport.com.au	SYC apprenticeshipsinfo@qld.gov.au	□ ITEC apprenticeshipsinfo@qld.gov.au

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

EMPLOYER DETAILS PRIOR TO CHANGE				
Legal name:	AB	N:		
Email:				
Signature:		Date:		

## Please complete EITHER Section A or B:

A: DETAILS OF NEW LEGA				
Legal name:			Date of effe	ct
Only complete the following w	where details have change	ed.		
Email:				
Trading name:				
Business address:				
Workplace address:				
Postal address:				
Contact person:		Phone number:		
Name of authorised person	signing for employer:			
Signature:			Date:	
B: DETAILS OF NEW LEGAL NAME AND ABN				
Legal name:			ABN:	
Email:		Date of effect:		
Trading name:				
Business address:				
Workplace address:				
Postal address:				
Contact person:			Phone nur	nber:
Name of authorised person signing for employer:				
Signature:			Date:	

Version 7 - November 2024

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Privacy Notice – The Department of Trade, Employment and Training (DTET) or Apprentice Connect Australia 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 DTET for generating statistics. DTET routinely gives some or all of this information to the Australian Government Department of Employment and Workplace Relations, Apprentice Connect Australia Providers, Queensland Curriculum and Assessment Authority and schools (for school-based apprentices and 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.



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APPRENTICE OR TRAINEE DETAILS (Ensure details of ALL current registered training contracts are included)				
<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. Additional apprentices and trainees that do not fit on this form can be shown on an attached document.				
Apprentice or trainee name:				
Training contract registration number:	(This 9 digit number starting with 20 appears on all documentation from the department or your Provider.)			
Email:				
Apprentice or trainee name:				
Training contract registration number:	(This 9 digit number starting with 20 appears on all documentation from the department or your Provider.)			
Email:				
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