



Application to change or add trading name/s  
 OR

Change the legal name where the ACN has not  
 changed for an Electrical Contractor's Licence

(Suitable for applicants who wish to change or add a trading name OR change the  
 legal name where the ACN number has not changed)

**Form R025**

**NOTE: If the Australian Company Number (ACN) number has also changed on a Body Corporate (Pty Ltd Company) a new  
 'R013C – Application for an Electrical Contractor's Licence' must be submitted.**

Please print neatly in **BLOCK LETTERS** with a black or blue pen only

<b>Provide licence number and existing name as stated on licence</b>	EC Licence Number: _____ Existing Legal Name: _____ Existing Trading Name (if applicable): _____ ACN: _____
<b>Change or addition of trading name/s</b>	<input type="checkbox"/> <b>Change of trading name</b> <i>(remove existing trading name and replace)</i> <b>OR</b> <input type="checkbox"/> <b>Addition of Trading Name</b> <i>(no existing trading name registered)</i> New Trading Name/s: _____ _____
<b>Provide new legal and trading name/s for Pty Ltd Company</b>	<input type="checkbox"/> <b>Change of Body Corporate (Pty Ltd Company) name where the ACN has not changed</b> New Company Name: _____ Confirm ACN: _____ New Trading Name/s (if applicable): _____
<b>Principal place of business* address / residential address*</b>	<i>*Required for publication on the register. Cannot be a PO Box.</i> Street: _____ Suburb: _____ State: _____ Postcode: _____
<b>Postal address*</b>	<input type="checkbox"/> As above <i>*Address for correspondence from the Department.</i> Street: _____ Suburb: _____ State: _____ Postcode: _____
<b>Contact details</b>	Work Phone: _____ Mobile Phone*: _____ Email*: _____ <i>*Required to receive courtesy renewal reminder notifications via SMS and email and other important notifications relevant to your licence</i>

<b>Insurance</b>	<p>All licensed electrical contactors must hold with a reputable insurer a current policy of insurance against civil liability in respect of the work of an electrical contractor.</p> <p>Please attach:</p> <p><input type="checkbox"/> A Certificate of Currency <b>issued/printed within the last 30 days</b> that provides civil (public) liability <b>including the Legal Entity Name and if applicable the Trading Name.</b></p> <p><i>(e.g. for a sole trader "Joe Citizen trading as Citizens Electrical Service" or for a corporate body "ABC Contracting Pty Ltd trading as ABC Electrical".)</i></p>
<p><b>This section must be completed by the Owner (i.e. sole trader) a Partner (i.e. a firm) A Director OR Company Secretary (i.e. Pty Ltd Company)</b></p>	<p><b>Endorser Declaration</b></p> <p><b>A representative of the Licence must endorse this application.</b></p> <p><input type="checkbox"/> <b>Sole trader (Individual)</b> – the Owner must sign.</p> <p><input type="checkbox"/> <b>Firm (Partnership)</b> - a Partner must sign.</p> <p><input type="checkbox"/> <b>Body Corporate (Pty Ltd Company)</b> – the registered Management Representative, an ASIC registered Director OR Company Secretary must sign.</p> <p>In accordance with regulation 59 of the Electricity (Licensing) Regulations 1991, I declare that the information in this application or any documentation attached is complete and true to the best of my knowledge.</p> <p>Name: _____</p> <p>Position: _____</p> <p>Signature: _____ Date: _____</p>

**You may lodge your completed application:**

**By post addressed to:**

**Licensing Services**  
 Department of Mines,  
 Industry Regulation and  
 Safety  
 Locked Bag 100  
 EAST PERTH WA 6892

**In person at:**

**Customer Service**  
 Level 1, Mason Bird Building  
 303 Sevenoaks Street  
 CANNINGTON  
 Hours: 8:30am to 4:30pm  
 Monday to Friday

**Enquiries Only**

Telephone: (08) 6251 2000

Email (**Do Not Email Form**)  
[electricallicensing@dmirs.wa.gov.au](mailto:electricallicensing@dmirs.wa.gov.au)

Internet:  
[www.dmirs.wa.gov.au/building-and-energy](http://www.dmirs.wa.gov.au/building-and-energy)